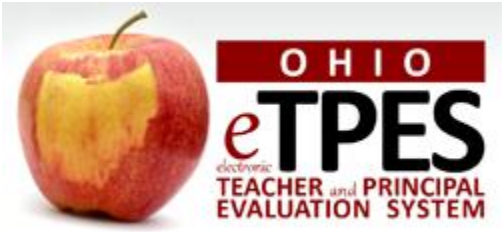

Ohio
Electronic Teacher and Principal Evaluation System

User Guide

January 2013
Version 4

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INTRODUCTION

In May 2009, the Ohio Principal Evaluation System framework was approved by the State Board of Education, and in November 2011, the framework for the Ohio Teacher Evaluation System was approved. Ohio's electronic Teacher and Principal Evaluation System (eTPES) was named as a project in Ohio's Race to the Top Grant (2010), and made possible through RttT funds. Work began on the design and development of the project with the vendor, RANDA Solutions, in November 2011.

The goal of the eTPES project is to automate the teacher and principal evaluation frameworks using Web-based technology. Ohio eTPES will follow the adopted framework components of 50% educator performance and 50% student growth measures. The electronic system will allow evaluators and educators secure access to document, store evidence and complete the evaluation process in a standard Web browser. Steps will lead evaluators through the process and determine educator performance based on performance rubrics. A final summative rating (based on the components) for principals and teachers will be generated through the system.

Please note: This eTPES product is undergoing consistent upgrades and not yet complete. We are planning improvements based on your input from the feedback forms located at the bottom of many eTPES screens. New versions eTPES are planned for 2012 and 2013.

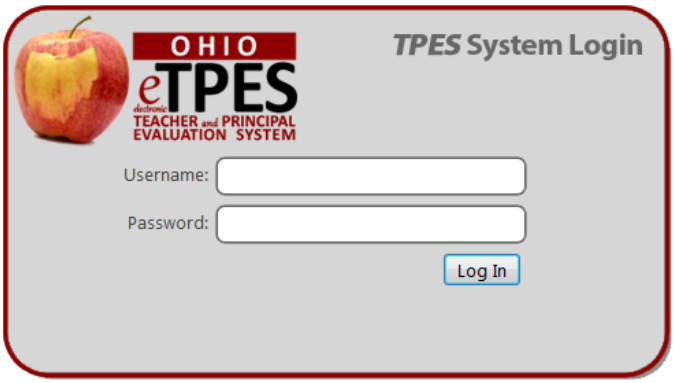
LOGGING IN

To log in to the electronic Teacher and Principal Electronic System (eTPES), go to www.ohiotpes.com. This will take you to the login page shown below.

You should have received your username and password in an email.

Enter your username and password. Click on the "Log In" button.

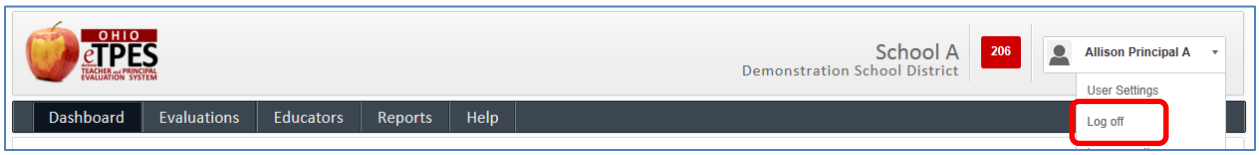
After you log in for the first time, go to User Settings to change your password (see instructions below).



LOGGING OUT

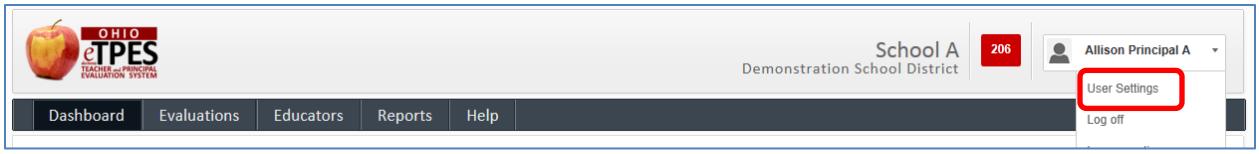
To log out of eTPES, click on your name in the top right hand corner of any screen.

You will see a drop down menu. Click on "Log Off". See screens below.



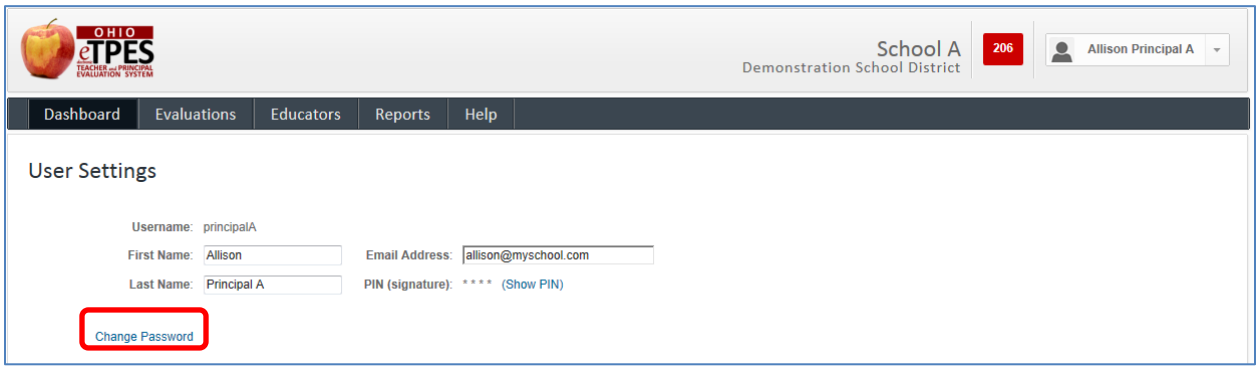
USER SETTINGS

To access the User Settings screen, click on your name in the top right hand corner of any screen. You will see a drop down menu. Click on "User Settings". See screens below.

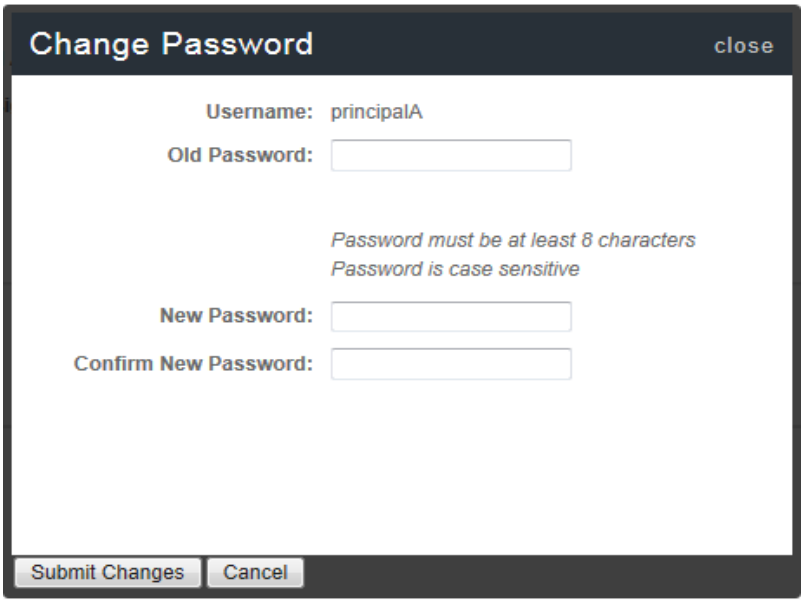


Changing your password

To change your password, go to the User Settings screen. The screen below will display.
Click on "Change Password".



You will see the following screen:



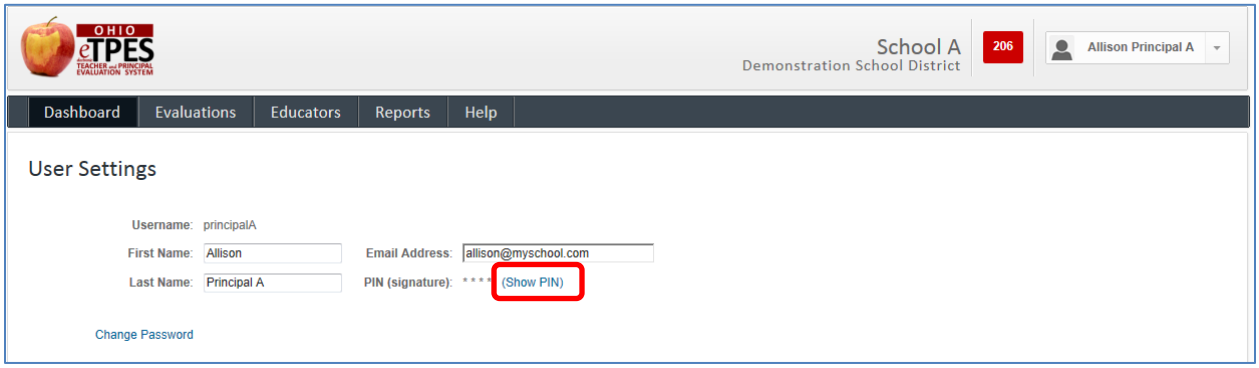
Enter your old password. Enter your new password twice. Click on Submit Changes.

The screen will indicate your password has been changed.

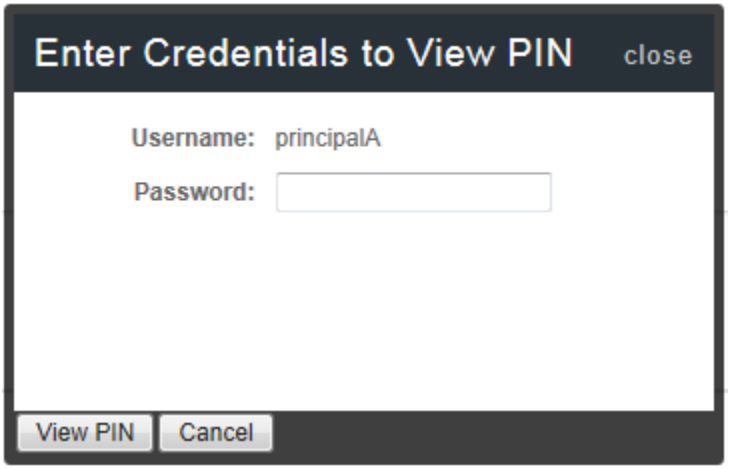
Viewing your PIN

A PIN number will be used to signify completion of a form.

To view your PIN, go to the User Settings screen. The screen below will display.
Click on “Show PIN”.

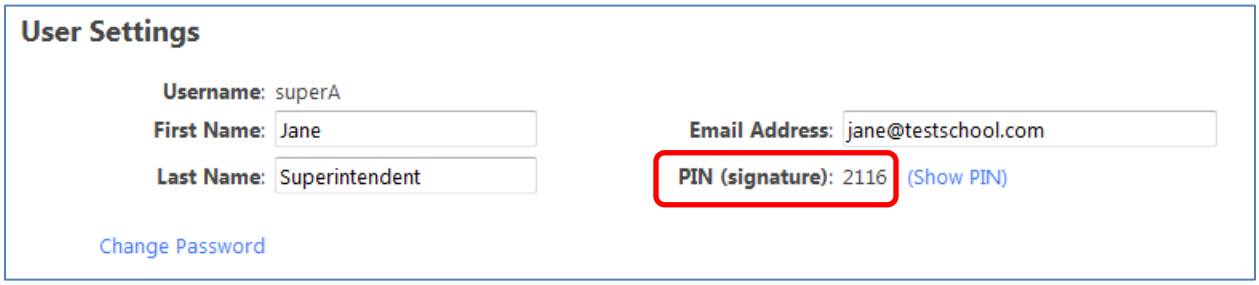


You will see the following screen:



Enter your password and click “View PIN”.

The screen below will display showing your PIN.



SETUP FUNCTIONS

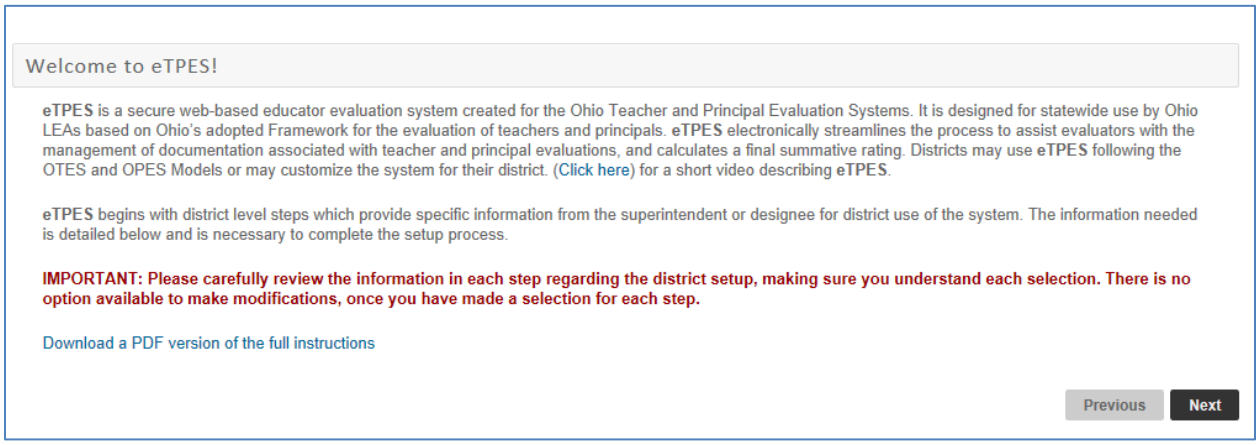
Superintendents and/or Designees

The first time a Superintendent or Designee logs in to eTPES, a series of setup steps must be completed for the LEA. Only one Superintendent or Designee needs to complete these steps. After the LEA is set up, these screens will no longer appear when the Superintendent or Designee logs in.

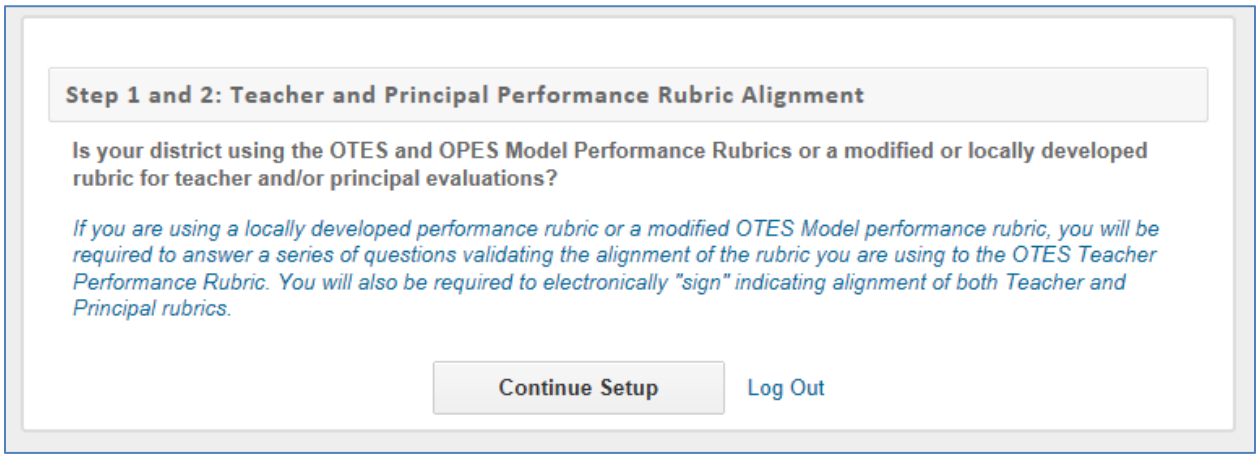
Each step must be completed before proceeding to the next step. All steps must be completed prior to anyone in the LEA logging in.

Important: Carefully review the information below making sure you understand each selection. There is no option available to make modifications once you have made a selection for each step.

Below is the first screen you will see when you login. Please read all text carefully.


Welcome to eTPES!
eTPES is a secure web-based educator evaluation system created for the Ohio Teacher and Principal Evaluation Systems. It is designed for statewide use by Ohio LEAs based on Ohio's adopted Framework for the evaluation of teachers and principals. eTPES electronically streamlines the process to assist evaluators with the management of documentation associated with teacher and principal evaluations, and calculates a final summative rating. Districts may use eTPES following the OTES and OPES Models or may customize the system for their district. (Click here) for a short video describing eTPES.
eTPES begins with district level steps which provide specific information from the superintendent or designee for district use of the system. The information needed is detailed below and is necessary to complete the setup process.
IMPORTANT: Please carefully review the information in each step regarding the district setup, making sure you understand each selection. There is no option available to make modifications, once you have made a selection for each step.
Download a PDF version of the full instructions
Previous
Next

After reading, click Next to proceed. The screen below will display:


Step 1 and 2: Teacher and Principal Performance Rubric Alignment
Is your district using the OTES and OPES Model Performance Rubrics or a modified or locally developed rubric for teacher and/or principal evaluations?
If you are using a locally developed performance rubric or a modified OTES Model performance rubric, you will be required to answer a series of questions validating the alignment of the rubric you are using to the OTES Teacher Performance Rubric. You will also be required to electronically "sign" indicating alignment of both Teacher and Principal rubrics.
Continue Setup
Log Out

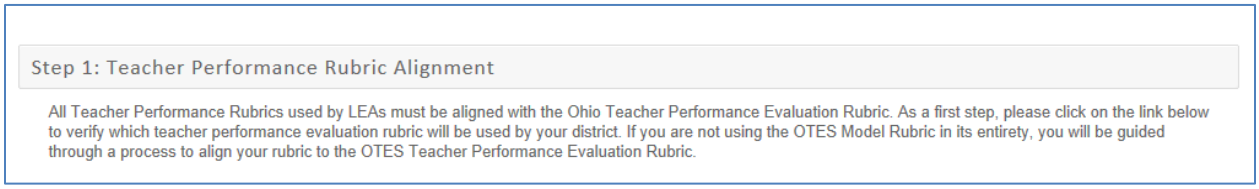
In the first two steps, you will be required to answer questions for your LEA regarding the Teacher and Principal Performance Rubric you will be using. You will need to know if your LEA is using the OTES and

OPES model Performance Rubrics or a modified or locally developed rubric for teacher and/or principal evaluations.

If you are using a locally developed performance rubric or a modified OTES model performance rubric, you will be required to answer a series of questions validating the alignment of the rubric you are using to the OTES Teacher Performance Rubric. You will also be required to electronically "sign" indicating alignment of both Teacher and Principal rubrics.

If you are ready to proceed, click "Continue Setup". You will see the following screen:

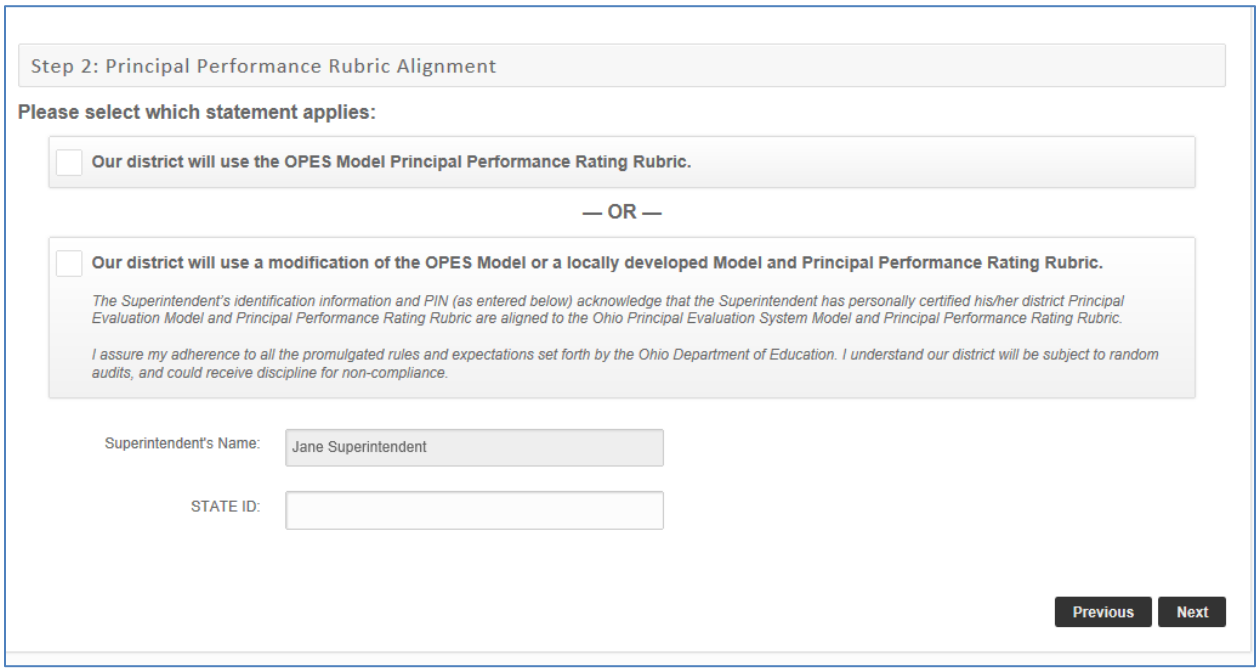
Step 1: Teacher Performance Rubric Alignment


Step 1: Teacher Performance Rubric Alignment
All Teacher Performance Rubrics used by LEAs must be aligned with the Ohio Teacher Performance Evaluation Rubric. As a first step, please click on the link below to verify which teacher performance evaluation rubric will be used by your district. If you are not using the OTES Model Rubric in its entirety, you will be guided through a process to align your rubric to the OTES Teacher Performance Evaluation Rubric.

All Teacher Performance Rubrics used by LEAs must be aligned with the Ohio Teacher Performance Evaluation Rubric. Click on the link on the screen to go to the Alignment Tool. You will be asked a series of questions to verify which teacher performance evaluation rubric will be used by your LEA. If you are not using the OTES Model Rubric in its entirety, you will be guided through a process to align your rubric to the OTES Teacher Performance Evaluation Rubric.

After completing the alignment process, you will need to log back in to eTPES. You will be taken to the LEA Setup. Step 1: Teacher Performance Rubric Alignment will display the results of the Teacher Performance Rubric Alignment. If you have completed the alignment, you will be able to proceed to the next step. If not, you will need to complete the teacher alignment prior to moving to the next step.

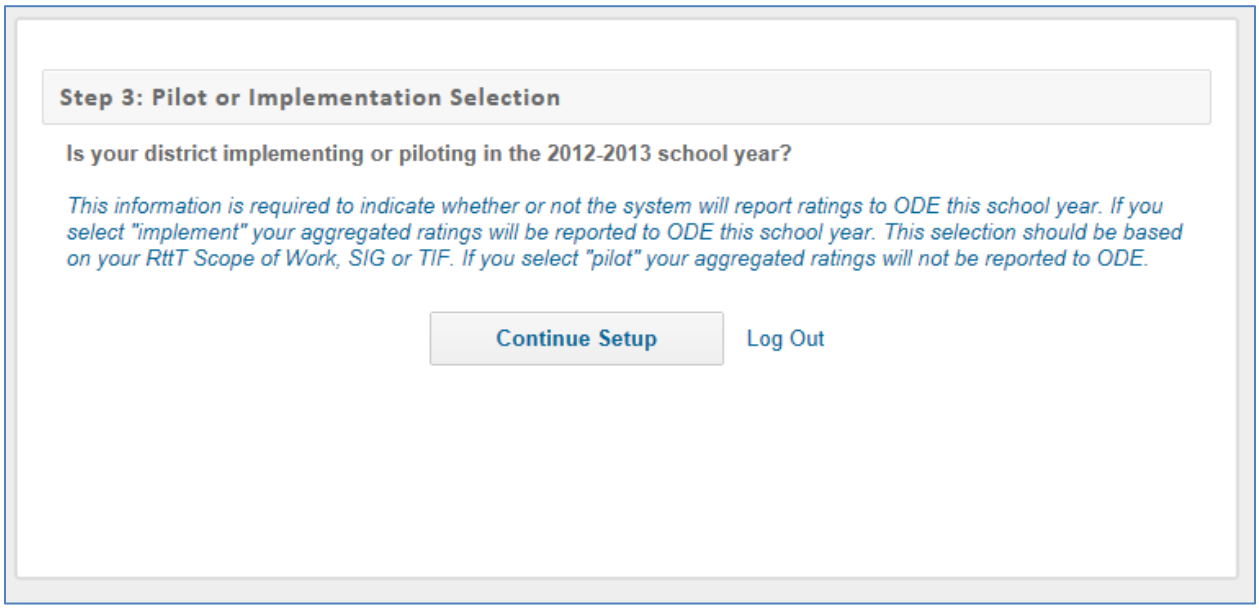
Step 2: Principal Performance Rubric Alignment


Step 2: Principal Performance Rubric Alignment
Please select which statement applies:
Our district will use the OPES Model Principal Performance Rating Rubric.
— OR —
Our district will use a modification of the OPES Model or a locally developed Model and Principal Performance Rating Rubric.
The Superintendent's identification information and PIN (as entered below) acknowledge that the Superintendent has personally certified his/her district Principal Evaluation Model and Principal Performance Rating Rubric are aligned to the Ohio Principal Evaluation System Model and Principal Performance Rating Rubric.
I assure my adherence to all the promulgated rules and expectations set forth by the Ohio Department of Education. I understand our district will be subject to random audits, and could receive discipline for non-compliance.
Superintendent's Name:
Jane Superintendent
STATE ID:
Previous
Next

On this screen the Superintendent or Designee will select one of the following choices to indicate Principal Performance Rubric Alignment for the LEA. After indicating the selection, enter the Superintendent's name and your state ID.

Click Next to proceed to the next step.

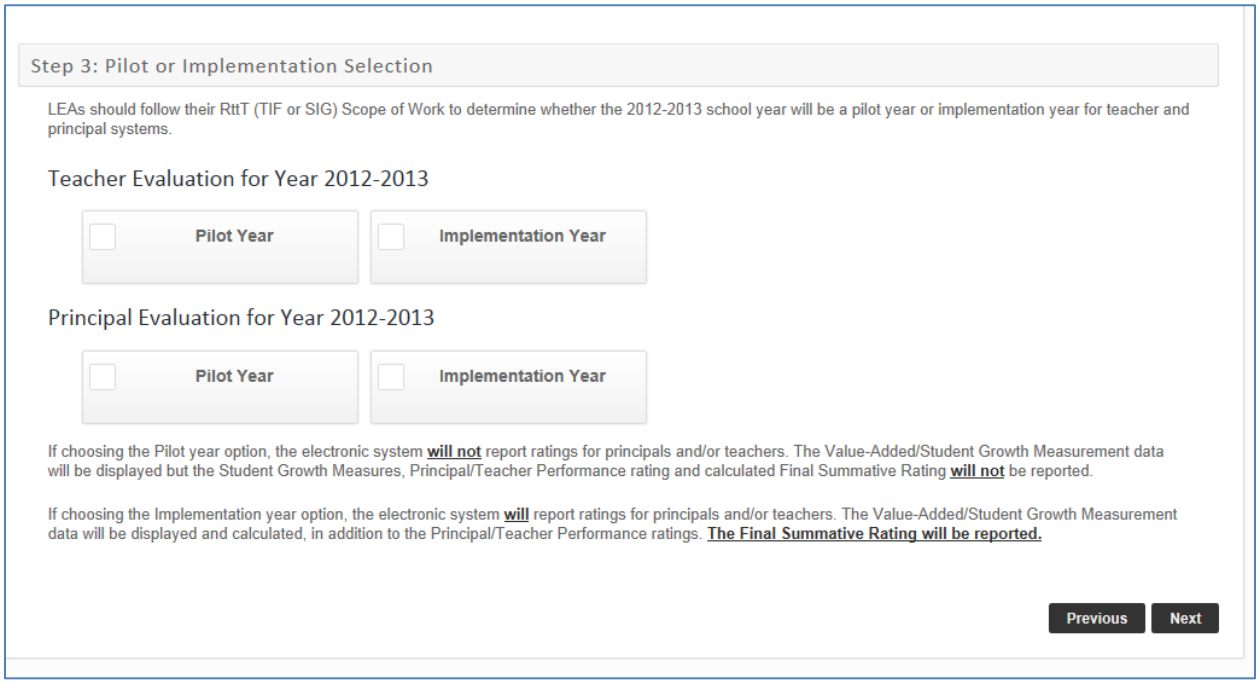
Step 3: Pilot or Implementation Selection


Step 3: Pilot or Implementation Selection
Is your district implementing or piloting in the 2012-2013 school year?
This information is required to indicate whether or not the system will report ratings to ODE this school year. If you select "implement" your aggregated ratings will be reported to ODE this school year. This selection should be based on your RttT Scope of Work, SIG or TIF. If you select "pilot" your aggregated ratings will not be reported to ODE.
Continue Setup
Log Out

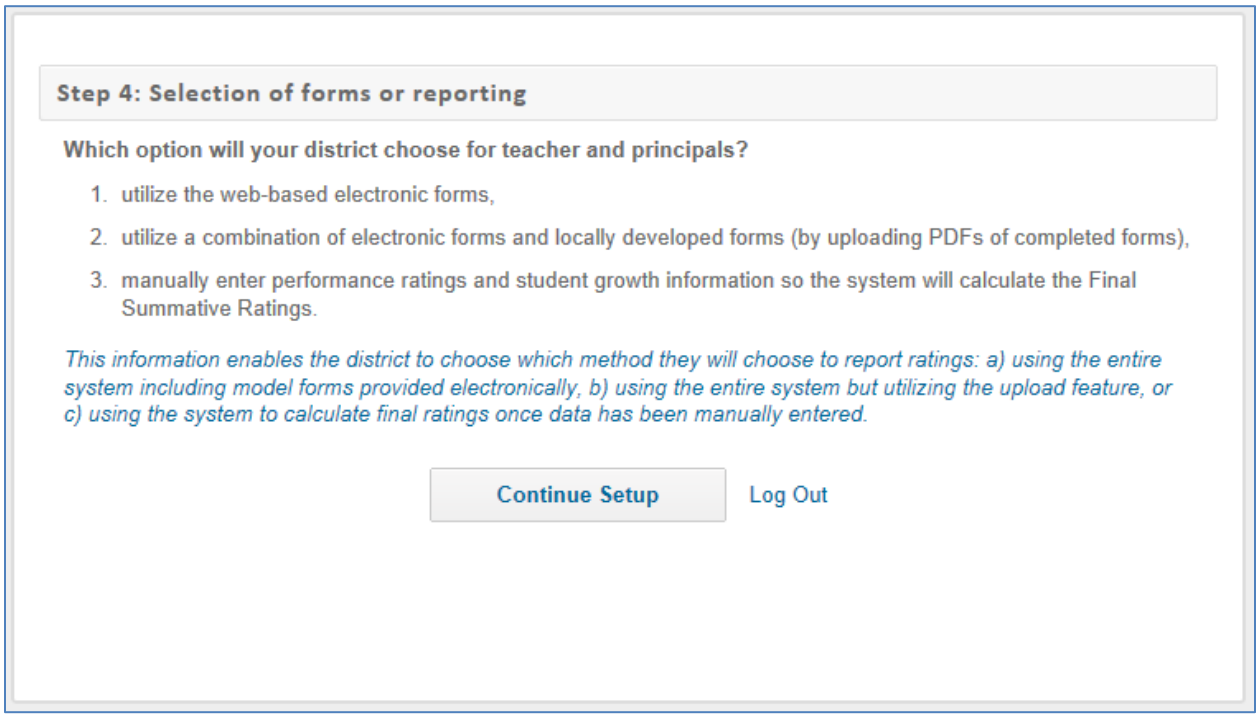
In this step you will be required to indicate if your LEA is implementing or piloting in the 2012-2013 school year.

This information is required to indicate whether or not the system will report ratings to ODE this school year. If you select "implement" your aggregated ratings will be reported to ODE this school year. This selection should be based on your RttT Scope of Work, SIG or TIF. If you select "pilot" your aggregated ratings will not be reported to ODE.

Enter your selections in the screen below and click "Next" to continue to the next step.


Step 3: Pilot or Implementation Selection
LEAs should follow their RttT (TIF or SIG) Scope of Work to determine whether the 2012-2013 school year will be a pilot year or implementation year for teacher and principal systems.
Teacher Evaluation for Year 2012-2013
Pilot Year
Implementation Year
Principal Evaluation for Year 2012-2013
Pilot Year
Implementation Year
If choosing the Pilot year option, the electronic system will not report ratings for principals and/or teachers. The Value-Added/Student Growth Measurement data will be displayed but the Student Growth Measures, Principal/Teacher Performance rating and calculated Final Summative Rating will not be reported.
If choosing the Implementation year option, the electronic system will report ratings for principals and/or teachers. The Value-Added/Student Growth Measurement data will be displayed and calculated, in addition to the Principal/Teacher Performance ratings. The Final Summative Rating will be reported.
Previous
Next

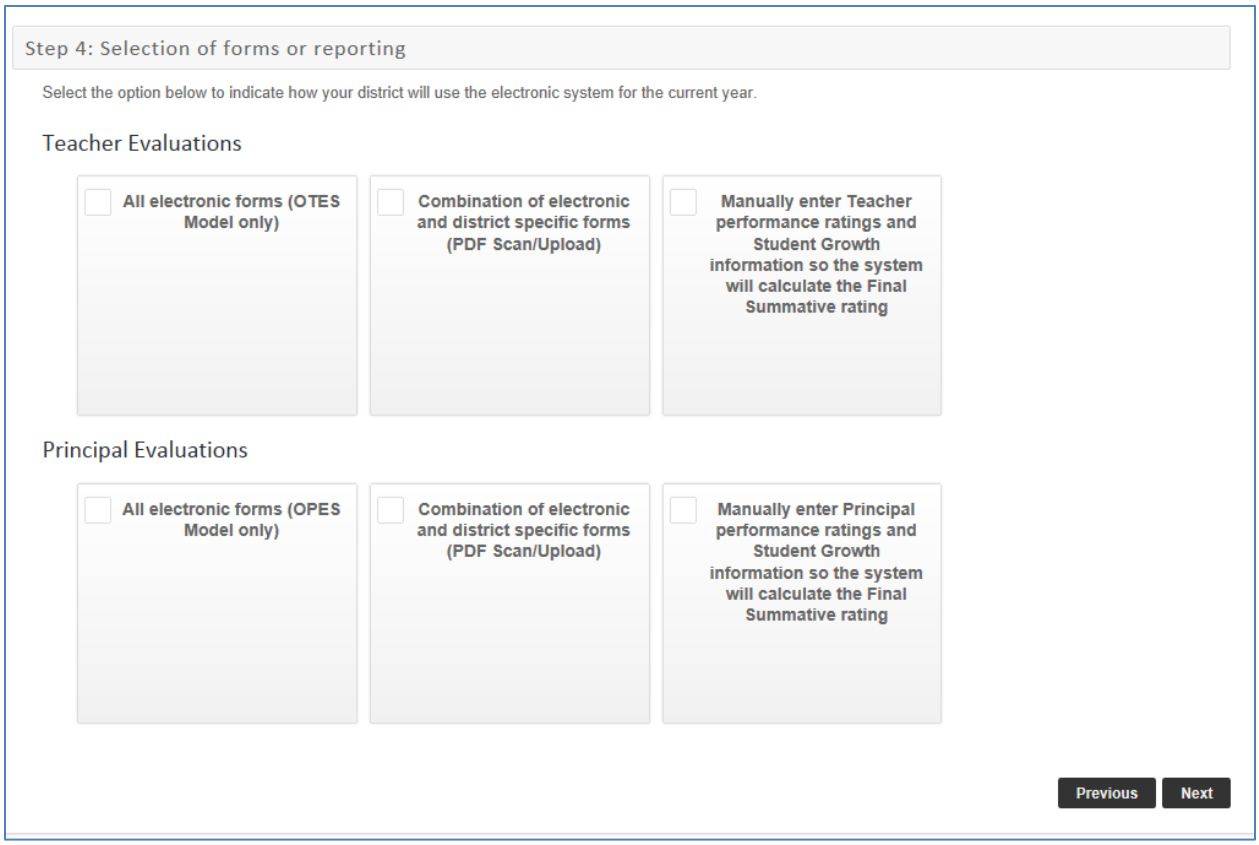
Step 4: Selection of Forms and Reporting


Step 4: Selection of forms or reporting
Which option will your district choose for teacher and principals?
1. utilize the web-based electronic forms,
2. utilize a combination of electronic forms and locally developed forms (by uploading PDFs of completed forms),
3. manually enter performance ratings and student growth information so the system will calculate the Final Summative Ratings.
This information enables the district to choose which method they will choose to report ratings: a) using the entire system including model forms provided electronically, b) using the entire system but utilizing the upload feature, or c) using the system to calculate final ratings once data has been manually entered.
Continue Setup
Log Out

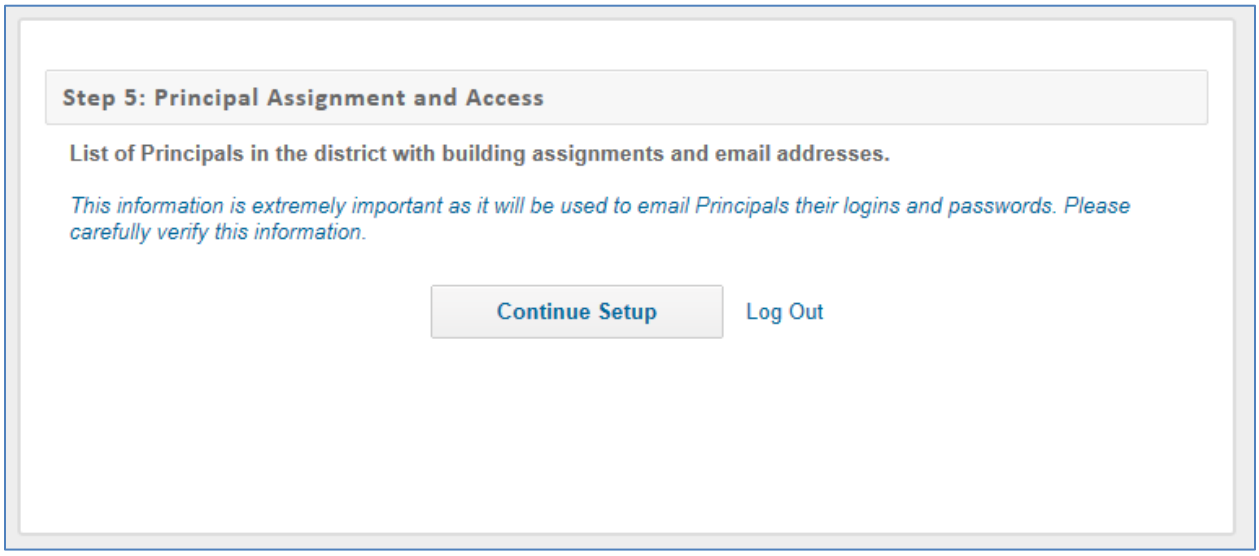
This step will require you to indicate which option your LEA will choose to report ratings for teacher and principals.

1) utilize the entire system, including electronic model forms
2) utilize the entire system but using the upload feature for locally developed forms (by uploading PDFs of completed forms)
3) utilize the system to calculate final ratings once data has been manually entered.

Enter your selections in the screen below and click “Next” to continue to the next step.


Step 4: Selection of forms or reporting
Select the option below to indicate how your district will use the electronic system for the current year.
Teacher Evaluations
All electronic forms (OTES Model only)
Combination of electronic and district specific forms (PDF Scan/Upload)
Manually enter Teacher performance ratings and Student Growth information so the system will calculate the Final Summative rating
Principal Evaluations
All electronic forms (OPES Model only)
Combination of electronic and district specific forms (PDF Scan/Upload)
Manually enter Principal performance ratings and Student Growth information so the system will calculate the Final Summative rating
Previous
Next

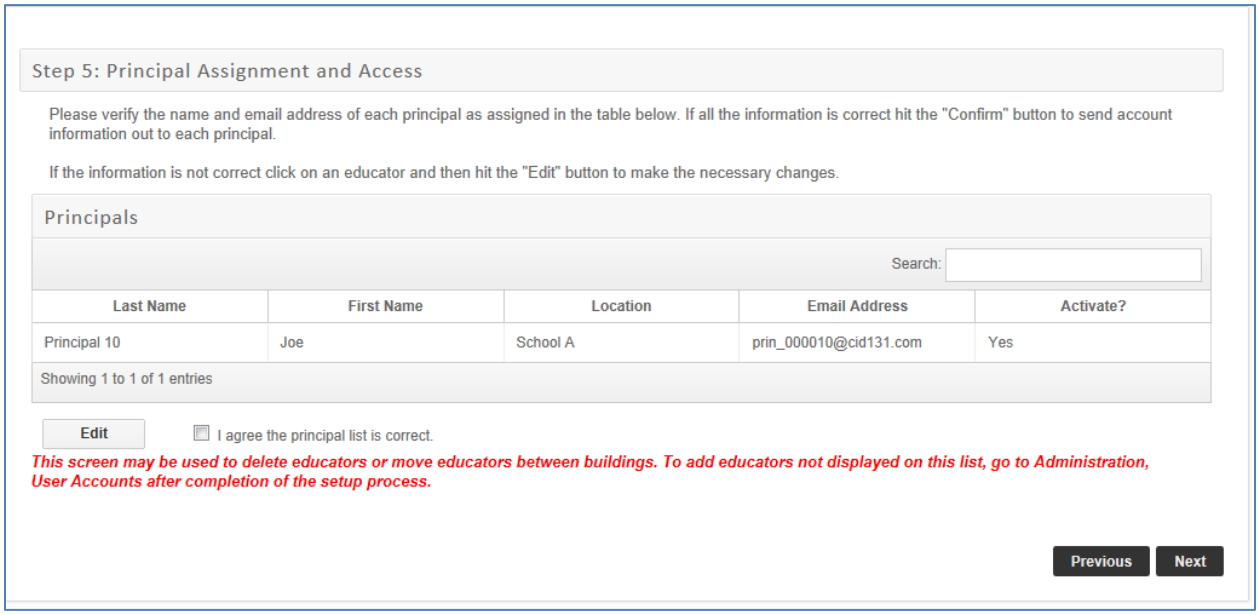
Step 5: Principal Assignment and Access


Step 5: Principal Assignment and Access
List of Principals in the district with building assignments and email addresses.
This information is extremely important as it will be used to email Principals their logins and passwords. Please carefully verify this information.
Continue Setup
Log Out

This step will require you to confirm the list of principals in your LEA by verifying their building assignments and email addresses. This information is extremely important as it will be used to email Principals their activation emails that will give them access to the eTPES system.

NOTE: The educators listed on this screen were pre-loaded from the EMIS data reporting period of June 2011. This is the most current data available. This means most likely modifications will need to be made to correct your roster.

The screen below will display. You will see the principals assigned to you LEA. From this screen you can modify the location, email address and activate flag. The activate flag indicates an activation email will be sent to the user at the end of the setup process. This will allow the user access to the eTPES system by sending an activation email.


Step 5: Principal Assignment and Access
Please verify the name and email address of each principal as assigned in the table below. If all the information is correct hit the "Confirm" button to send account information out to each principal.
If the information is not correct click on an educator and then hit the "Edit" button to make the necessary changes.
Principals
Search:
Last Name
First Name
Location
Email Address
Activate?
Principal 10
Joe
School A
prin_000010@cid131.com
Yes
Showing 1 to 1 of 1 entries
Edit
I agree the principal list is correct.
This screen may be used to delete educators or move educators between buildings. To add educators not displayed on this list, go to Administration, User Accounts after completion of the setup process.
Previous
Next

If you need to modify the email address, location or activation flag for any of the principals on the screen, highlight the line and click on the "Edit" button (in this example there is one principal for the LEA).

The screen below will display. Make the necessary changes to the email address, location or activation flag. **You cannot change the first or last name on this screen as this information is tied to the Principal's State ID**. You cannot add or remove a principal from this screen. This will be done at a later time (after Step 6).

Check the "Send Activation" checkbox to indicate an activation email will be sent to the user. This will allow them access to the eTPES system. If there is a principal on your list that does not belong to your LEA, make sure the Send Activation checkbox is NOT checked. **<u>This is an important step to prevent this person from receiving access to your LEA.</u>**

Click "Apply Changes" to save.

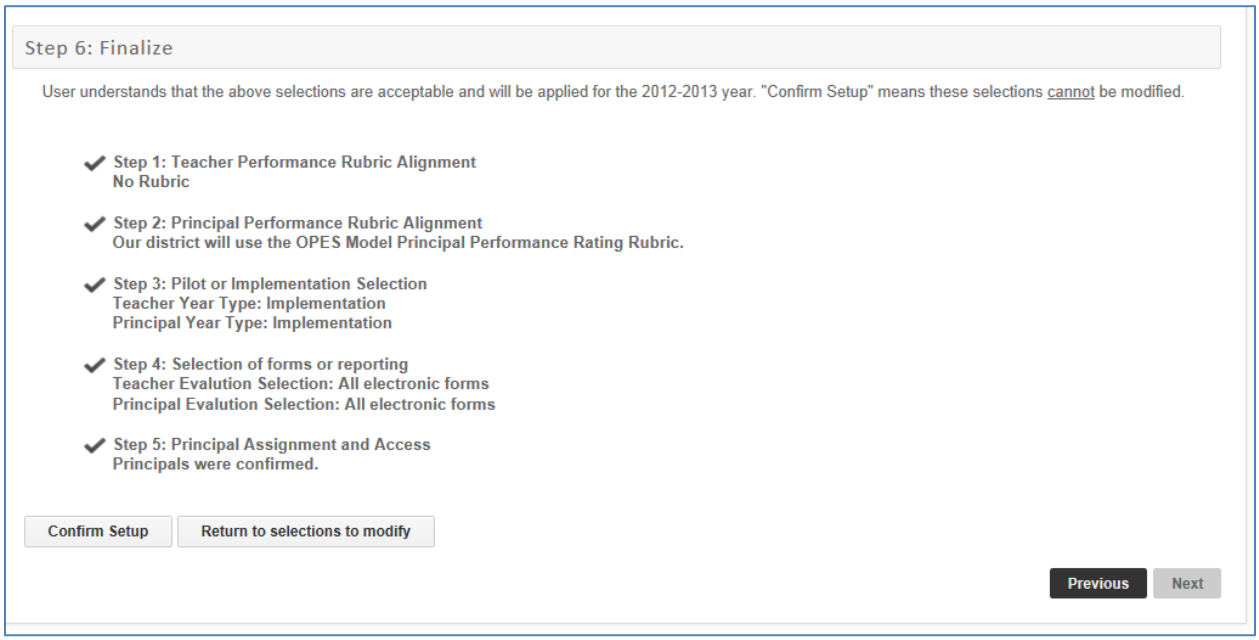
This will take you back to the previous Principal Assignment and Access screen. Repeat this process for all modifications.

When you have completed the modifications, click on the checkbox at the bottom of the screen to indicate "I agree the principal list is correct". ***NOTE: You will be able to add principals to your roster in a later step. This statement is asking you to verify the information on the screen is correct.***

Remember: If you need to add or remove a Principal from your roster, this will be done on another screen. Instructions are located in the section titled "Additional Setup Functions". This will be done after the setup process is complete.

In addition, you will be able to run a report that will list the users in your LEA and indicate whether their activation email has been sent, if they have activated their account and other useful information. See the Roster and Activation Overview Report in the reports section.

Step 6: Finalize


Step 6: Finalize
User understands that the above selections are acceptable and will be applied for the 2012-2013 year. "Confirm Setup" means these selections cannot be modified.
Step 1: Teacher Performance Rubric Alignment
No Rubric
Step 2: Principal Performance Rubric Alignment
Our district will use the OPES Model Principal Performance Rating Rubric.
Step 3: Pilot or Implementation Selection
Teacher Year Type: Implementation
Principal Year Type: Implementation
Step 4: Selection of forms or reporting
Teacher Evalution Selection: All electronic forms
Principal Evalution Selection: All electronic forms
Step 5: Principal Assignment and Access
Principals were confirmed.
Confirm Setup
Return to selections to modify
Previous
Next

This step requires review of all information selected during the LEA setup. Verify all the information is correct.

There is no option available to make modifications for the current school year once you have made a selection for each step. You will be able to add, remove and modify users.

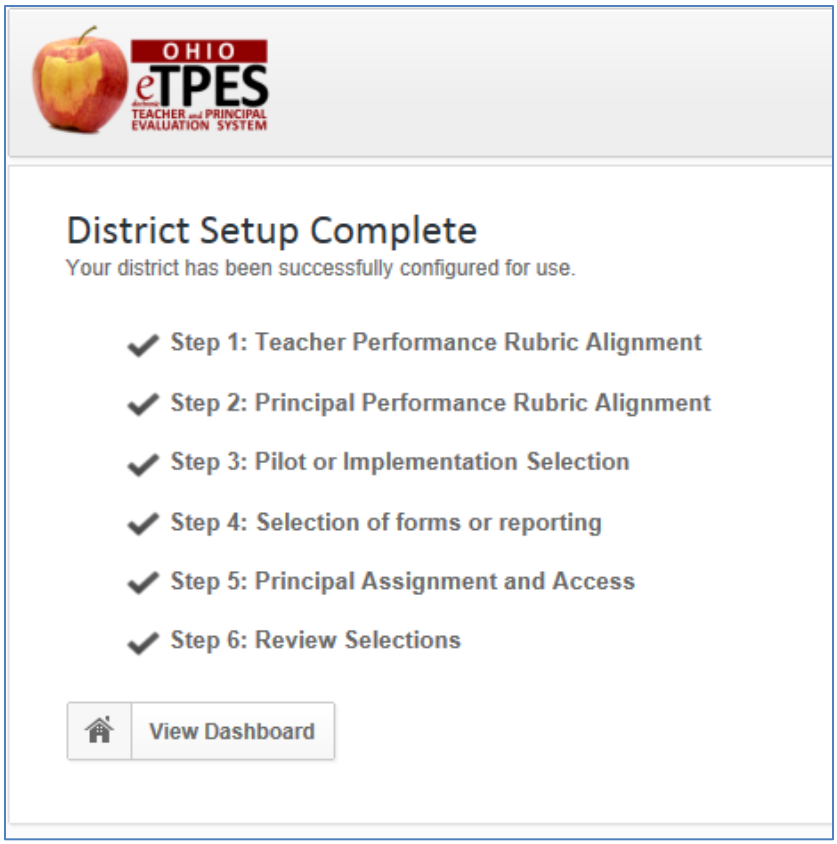
Once you are certain the information is correct, click on "Confirm Setup". Then, click on "Next".

The system will now finalize your selections and send activation emails to the principals listed in Step 5. The principals will log in to eTPES and confirm their roster which will send activation emails to the Teachers.

When complete, the screen below will display.

The next step of the process is to add or remove users from your roster. Proceed to "Additional Setup Functions" in this User Guide for instructions.

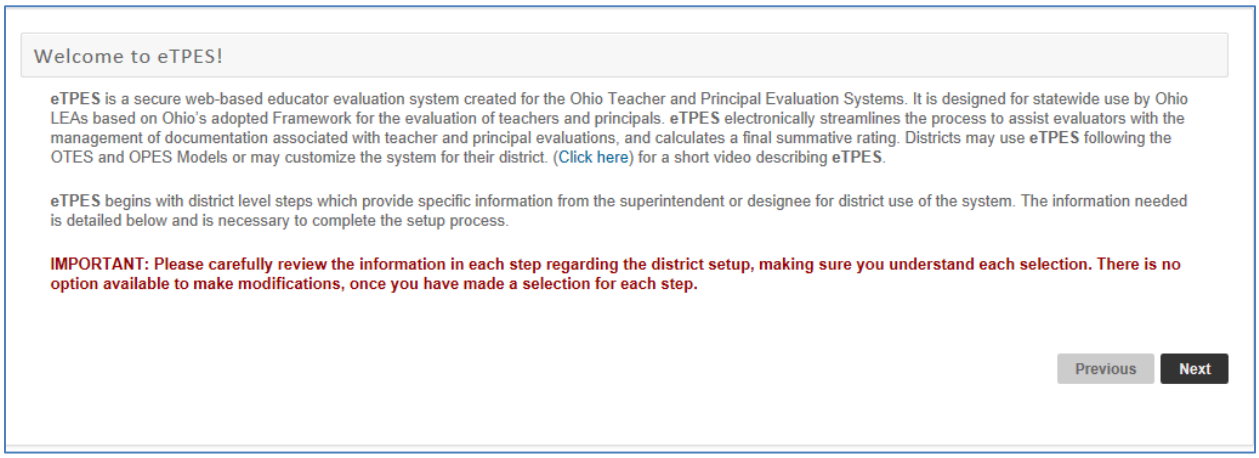
If you would like to see a report of the status of your roster, use the Roster and Activation Overview Report. This can be run at any time and will give you a quick look at your roster. It is a good idea to run this report at this time so you can see what needs to be completed in the add/remove process.


OHIO
eTPES
TEACHER and PRINCIPAL EVALUATION SYSTEM
District Setup Complete
Your district has been successfully configured for use.
Step 1: Teacher Performance Rubric Alignment
Step 2: Principal Performance Rubric Alignment
Step 3: Pilot or Implementation Selection
Step 4: Selection of forms or reporting
Step 5: Principal Assignment and Access
Step 6: Review Selections
View Dashboard

Principals

The first time a Principal logs in to eTPES, two setup steps must be completed. After the setup is complete, these screens will no longer appear. All steps must be completed prior to anyone in the building logging in.

Below is the first screen you will see when you login. Please read all text carefully.


Welcome to eTPES!
eTPES is a secure web-based educator evaluation system created for the Ohio Teacher and Principal Evaluation Systems. It is designed for statewide use by Ohio LEAs based on Ohio's adopted Framework for the evaluation of teachers and principals. eTPES electronically streamlines the process to assist evaluators with the management of documentation associated with teacher and principal evaluations, and calculates a final summative rating. Districts may use eTPES following the OTES and OPES Models or may customize the system for their district. (Click here) for a short video describing eTPES.
eTPES begins with district level steps which provide specific information from the superintendent or designee for district use of the system. The information needed is detailed below and is necessary to complete the setup process.
IMPORTANT: Please carefully review the information in each step regarding the district setup, making sure you understand each selection. There is no option available to make modifications, once you have made a selection for each step.
Previous
Next

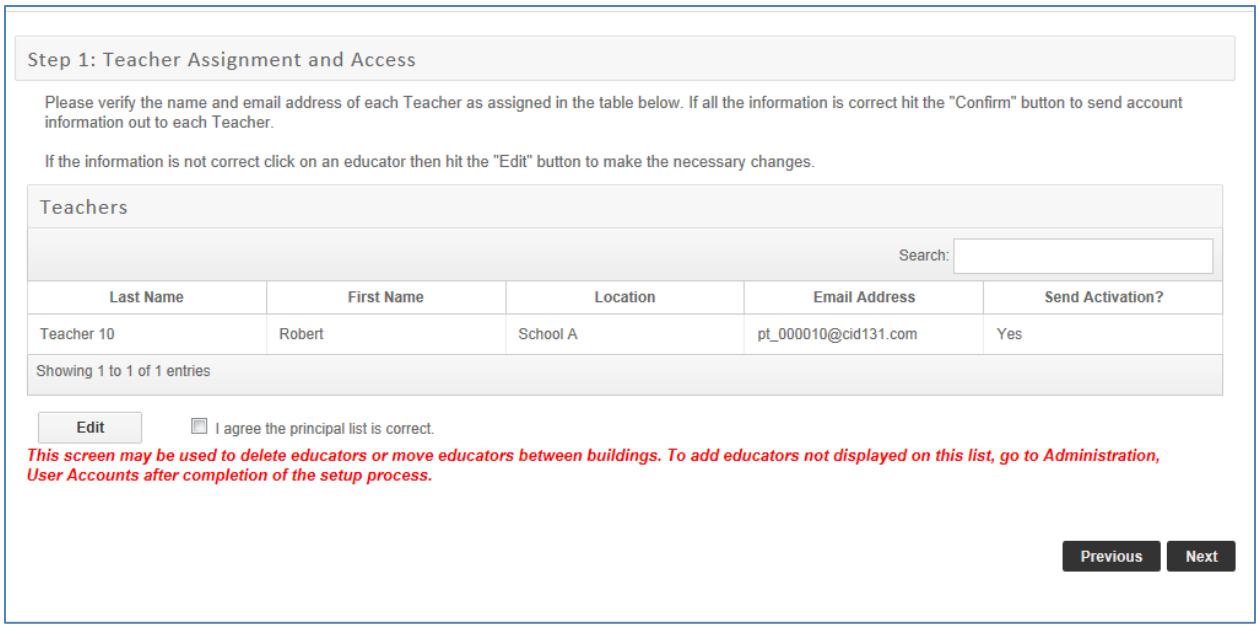
Click on "Next" to go to the first step.

Step 1: Teacher Assignment and Access

This step will require you to confirm the list of teachers in your LEA by verifying their building assignments and email addresses. This information is extremely important as it will be used to sned teachers their activation emails that will give them access to the eTPES system.

NOTE: The educators listed on this screen were pre-loaded from the EMIS data reporting period of June 2011. This is the most current data available . This means modifications will need to be made to correct your roster.

The screen below will display. You will see the teachers assigned to your building. From this screen you can modify the location, email address and activate flag. The activate flag indicates an activation email will be sent to the user at the end of the setup process. This will allow the user access to the eTPES system by sending an activation email.


Step 1: Teacher Assignment and Access
Please verify the name and email address of each Teacher as assigned in the table below. If all the information is correct hit the "Confirm" button to send account information out to each Teacher.
If the information is not correct click on an educator then hit the "Edit" button to make the necessary changes.
Teachers
Search:
Last Name
First Name
Location
Email Address
Send Activation?
Teacher 10
Robert
School A
pt_000010@cid131.com
Yes
Showing 1 to 1 of 1 entries
Edit
I agree the principal list is correct.
This screen may be used to delete educators or move educators between buildings. To add educators not displayed on this list, go to Administration, User Accounts after completion of the setup process.
Previous
Next

If you need to modify the email address, location or activation flag for any of the teachers displayed on the screen, highlight the line and click on the "Edit" button (in this example there is one teacher for the building).

The screen below will display. Make the necessary changes to the email address, location or activation flag. **You cannot change the first or last name on this screen as this information is tied to the Principal's State ID.** You cannot add or remove a principal from this screen. This will be done at a later in the process.

Check the "Send Activation" checkbox to indicate an activation email will be sent to the user. This will allow them access to the eTPES system. If there is a teacher on your list that does not belong to your LEA, make sure the Send Activation checkbox is NOT checked. **This is an important step to prevent this person from receiving access to your LEA.**

Click "Apply Changes" to save.

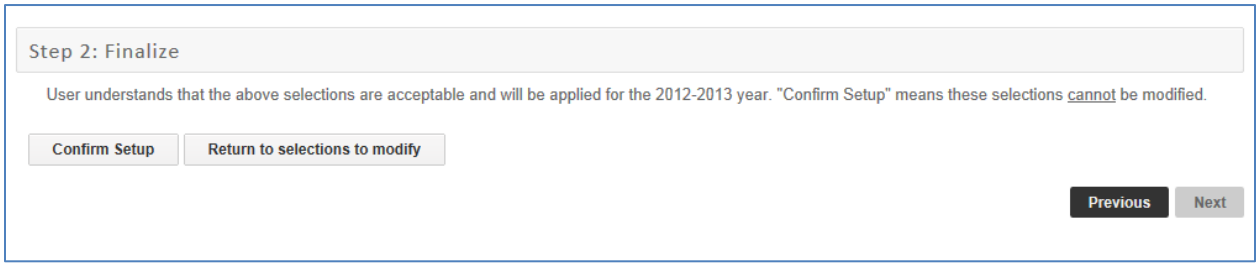
This will take you back to the previous Principal Assignment and Access screen. Repeat this process for all modifications.

When you have completed the modifications, click on the checkbox at the bottom of the screen to indicate "I agree the teacher list is correct". ***NOTE: You will be able to add teachers to your roster in a later step. This statement is asking you to verify the information on the screen is correct.***

Remember: If you need to add or remove a Principal from your roster, this will be done on another screen. Instructions are located in the section titled "Additional Setup Functions". This will be done after the setup process is complete.

In addition, you will be able to run a report that will list the users in your LEA and indicate whether their activation email has been sent, if they have activated their account and other useful information. See the Roster and Activation Overview Report in the reports section.

Step 2: Review Selections


Step 2: Finalize
User understands that the above selections are acceptable and will be applied for the 2012-2013 year. "Confirm Setup" means these selections cannot be modified.
Confirm Setup
Return to selections to modify
Previous
Next

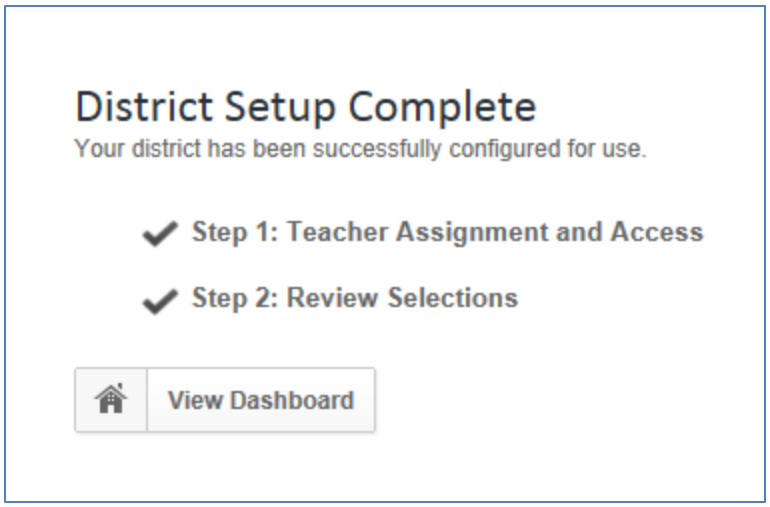
Click "Confirm Setup" to confirm the teachers listed on the previous screen are setup correctly and you have the correct email addresses entered. Then, click on "Next".

You will receive a message that the system is finalizing your selections. At this time, activation emails will be sent to the teachers listed on your roster. The teachers will follow the instructions on the email to log in and setup their passwords.

When this process has completed, the screen below will display.

The next step of the process is to add or remove users from your roster. Proceed to "Additional Setup Functions" in this User Guide for instructions.

If you would like to see a report of the status of your roster, use the Roster and Activation Overview Report. This can be run at any time and will give you a quick look at your roster. It is a good idea to run this report at this time so you can see what needs to be completed in the add/remove process.


District Setup Complete
Your district has been successfully configured for use.
Step 1: Teacher Assignment and Access
Step 2: Review Selections
View Dashboard

Additional Setup Functions

Adding a New User

So far you have confirmed your preliminary list of educators from the setup screens. Now you need to add any educator not displayed on the list.

Click on the Administration tab at the top of the screen.

Click on the User Accounts button.

Click on the Advanced Search button. This will allow you to locate and claim eligible employees to add to your roster by last name or state id search.

Enter the last name or state id of the educator and click on the Search button on the right. When entering the last name you will need to find the educator name in the list displayed.

Now that you have found the educator you are searching for, the words "Claim" or "View" will be displayed in the last column on the right. "Claim" indicates the educator is not assigned to another LEA and can be claimed by your LEA. Click on "Claim" to add the educator to your LEA/building. Enter the email address, role, home location and secondary location, if applicable. Click on "Update" to save.

"View" indicates the educator is currently assigned to another LEA. Contact support and if the other LEA hasn't started using eTPES, support can unassign the user so that you can assign them to your LEA/building. If the other LEA is already using eTPES, you will need to contact that LEA to have them unassign the user.

Now that the educator is claimed, you will need to send them their activation email which will provide their link to eTPES and their ability to set up their password.

If not already there, go to Administration, User Accounts, Current Roster. Find the appropriate user. Click on "Send user activation e-mail" to send the email.

Modifying an Existing User

To modify an existing user, go to Administration, User Accounts, Current Roster. Locate the educator you want to edit, click on the line with the educator's name.

Change the information you would like to edit. You cannot change the username or state id.

After the information is entered, click on the "Update" button at the bottom of the screen.

Removing an Existing User

To remove a user from your roster, go to Administration, User Accounts, Current Roster. Locate the educator and click on the line to go to the Edit User Data screen.

Verify this is the correct user by validating the user's state id number and all other information.

Note: When a user is removed from your roster, you will be removing them from their role, their workflow and all of their permissions.

Once this user is removed, the user's location will be "unassigned". When a user is "unassigned" another LEA can assign this user to their LEA.

To remove the user, click on the "Remove from Roster" button. If you have any questions regarding the consequences, please contact support prior to removing the user.

Multiple Building Assignments

The eTPES system will allow an educator to be assigned to multiple buildings within the same LEA.

Go to Administration, User Accounts, Current Roster. Locate the educator you want to edit, click on the line with the educator's name. Modify the Home and Secondary locations.

Each educator needs to be assigned to a Home Location (LEA/Building). The educator can also be assigned to several other buildings within that LEA. The educator will display on the roster for each building.

Assigning Evaluators

A teacher's principal will default as their evaluator and a principal's superintendent will default as their evaluator. The following instructions explain how to change the default evaluator.

Go to Administration, Evaluator Assignments.

Select the location, workflow (OTES or OPES) and click on the Get Educators button. A list of the educators assigned to that location will display. An evaluator must have a checkmark in the "User Can Evaluate" option on the User Data screen in order to appear in the evaluator dropdown.

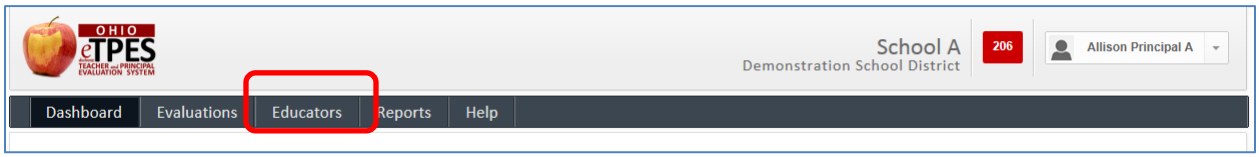
Select the appropriate evaluator and click on Update.

Note: Evaluators and educators will only display on this screen when they have activated their account.

EVALUATION FORMS

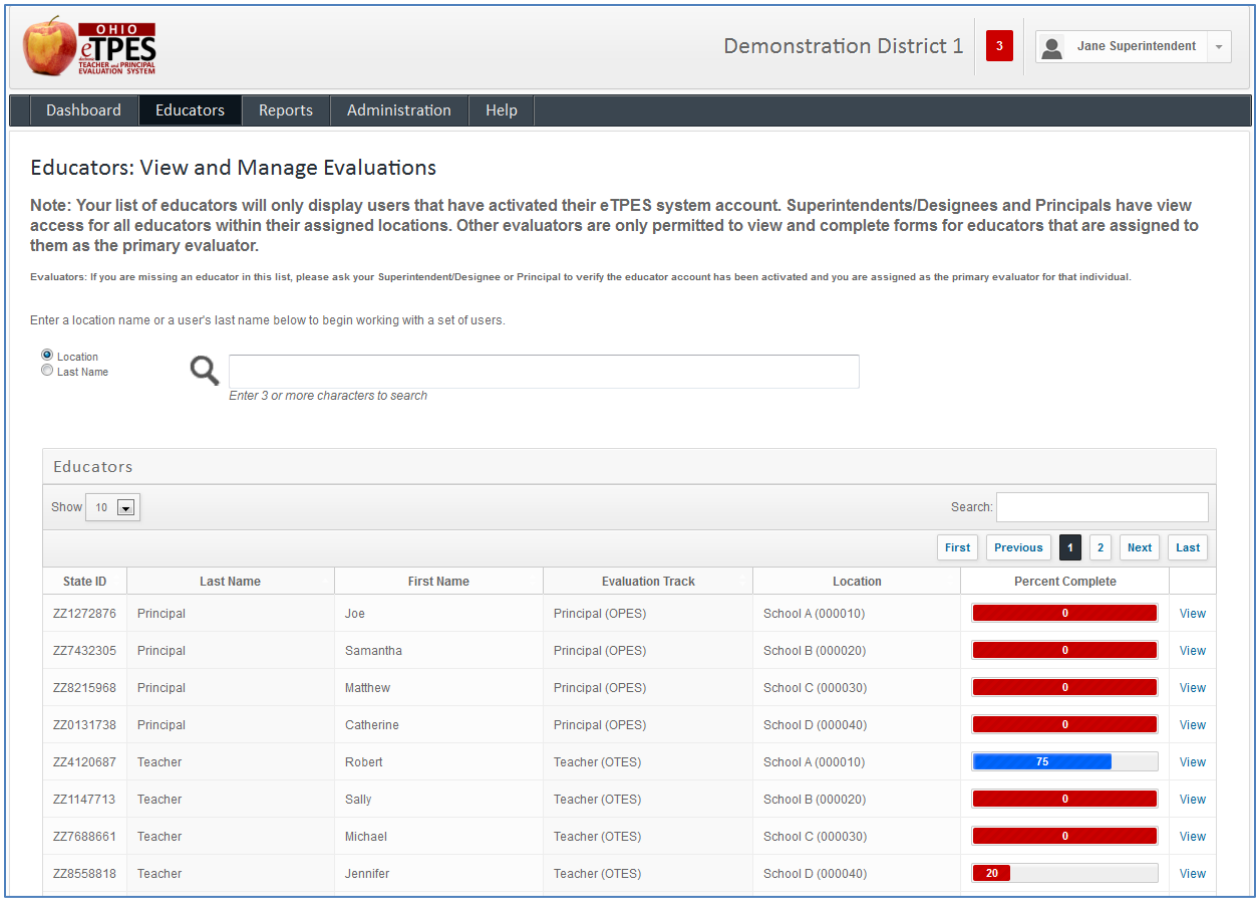
Accessing Educators Assigned to You

To view and manage your educators, click on the "Educators" button on the menu at the top of the screen.



This will take you to the screen below which displays the educators assigned to you and the completion status of their Evaluation process.

Note: Your list of educators will only display users that have activated their eTPES system account. Superintendents/Designees and Principals have view access for all educators within their assigned locations. Other evaluators are only permitted to view and complete forms for educators that are assigned to them as the primary evaluator.


OHIO
eTPES
Demonstration District 1
3
Jane Superintendent
Dashboard
Educators
Reports
Administration
Help
Educators: View and Manage Evaluations
Note: Your list of educators will only display users that have activated their eTPES system account. Superintendents/Designees and Principals have view access for all educators within their assigned locations. Other evaluators are only permitted to view and complete forms for educators that are assigned to them as the primary evaluator.
Evaluators: If you are missing an educator in this list, please ask your Superintendent/Designee or Principal to verify the educator account has been activated and you are assigned as the primary evaluator for that individual.
Enter a location name or a user's last name below to begin working with a set of users.
Location
Last Name
Enter 3 or more characters to search
Educators
Show 10
Search:
First
Previous
1
2
Next
Last
State ID | Last Name | First Name | Evaluation Track | Location | Percent Complete
ZZ1272876 | Principal | Joe | Principal (OPES) | School A (000010) | 0 | View
ZZ7432305 | Principal | Samantha | Principal (OPES) | School B (000020) | 0 | View
ZZ8215968 | Principal | Matthew | Principal (OPES) | School C (000030) | 0 | View
ZZ0131738 | Principal | Catherine | Principal (OPES) | School D (000040) | 0 | View
ZZ4120687 | Teacher | Robert | Teacher (OTES) | School A (000010) | 75 | View
ZZ1147713 | Teacher | Sally | Teacher (OTES) | School B (000020) | 0 | View
ZZ7688661 | Teacher | Michael | Teacher (OTES) | School C (000030) | 0 | View
ZZ8558818 | Teacher | Jennifer | Teacher (OTES) | School D (000040) | 20 | View

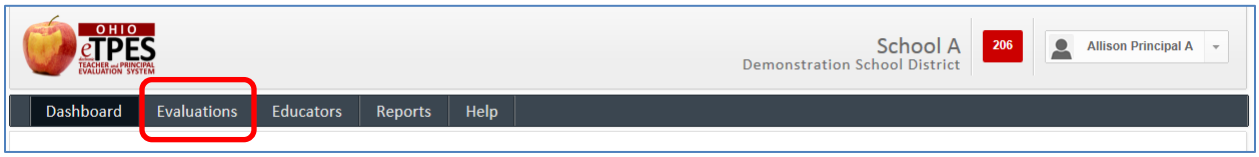
You can search for an educator by last name or a location. Click on the radio button to change the search selection. In addition, you can search using the search box on the right. Enter any information you would like to search for and the results will display below.

You can click on the column heading of any column to re-sort by that column or type an Educator's name in the Search box on the right to go directly to that Educator.

To view and manage an Educator's Forms, click on "Edit" or "View" on the right of the educator's row of information. This will take you to a summary of the Educator's Evaluation forms. See Evaluation Screen Information Section.

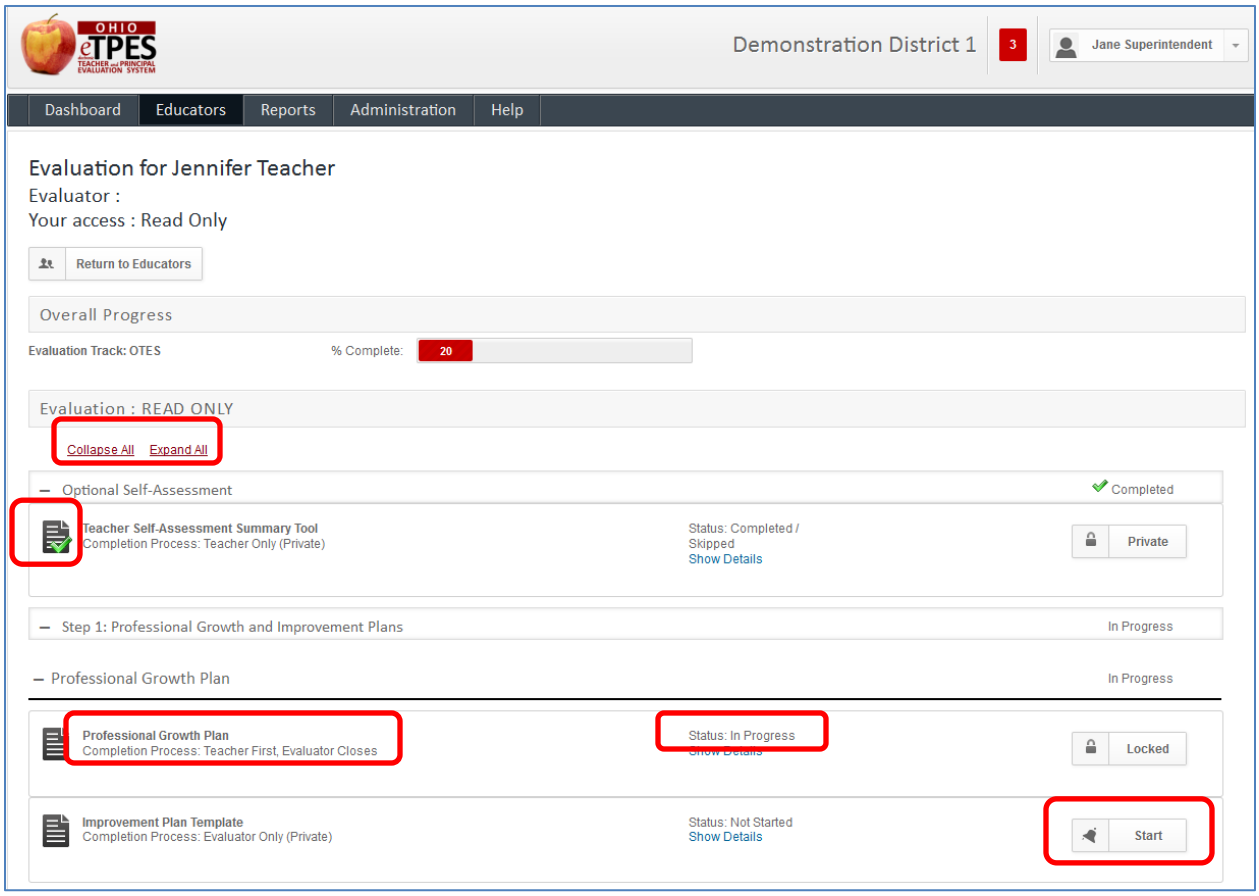
Accessing your Evaluation

To access your evaluation information, click on the "Evaluations" button on the menu at the top of the screen. See screen below. See Evaluation Screen Information section for details.



Evaluation Screen Information

This section will detail some of the features of the Evaluation screen (displayed below).



Collapse/Expand Steps

The forms are displayed in order of the process and divided into Steps. The Steps can be collapsed or expanded by clicking on the words "Collapse All" and "Expand All" on the left side of the screen. If you would like to collapse or expand one Step, click on Step title bar.

Status

The status of each form is displayed on the screen. The statuses are as follows:

Not Started – Completion of this form has not started.

In Progress – Evaluator or Educator has started or has completed the form. The other person has not completed the form.

Completed – The required person(s) has/have completed the form.

Completed/Skipped – The required person has elected not to complete the form by skipping it.

Completion

A green check mark will display on the forms and/or Steps to indicate complete.

The Completion Process is listed under each form for your reference. This will indicate who completes the form first and who closes the form.

Show Details

Click on "Show Details" to view who completed the form and the start and completed dates.

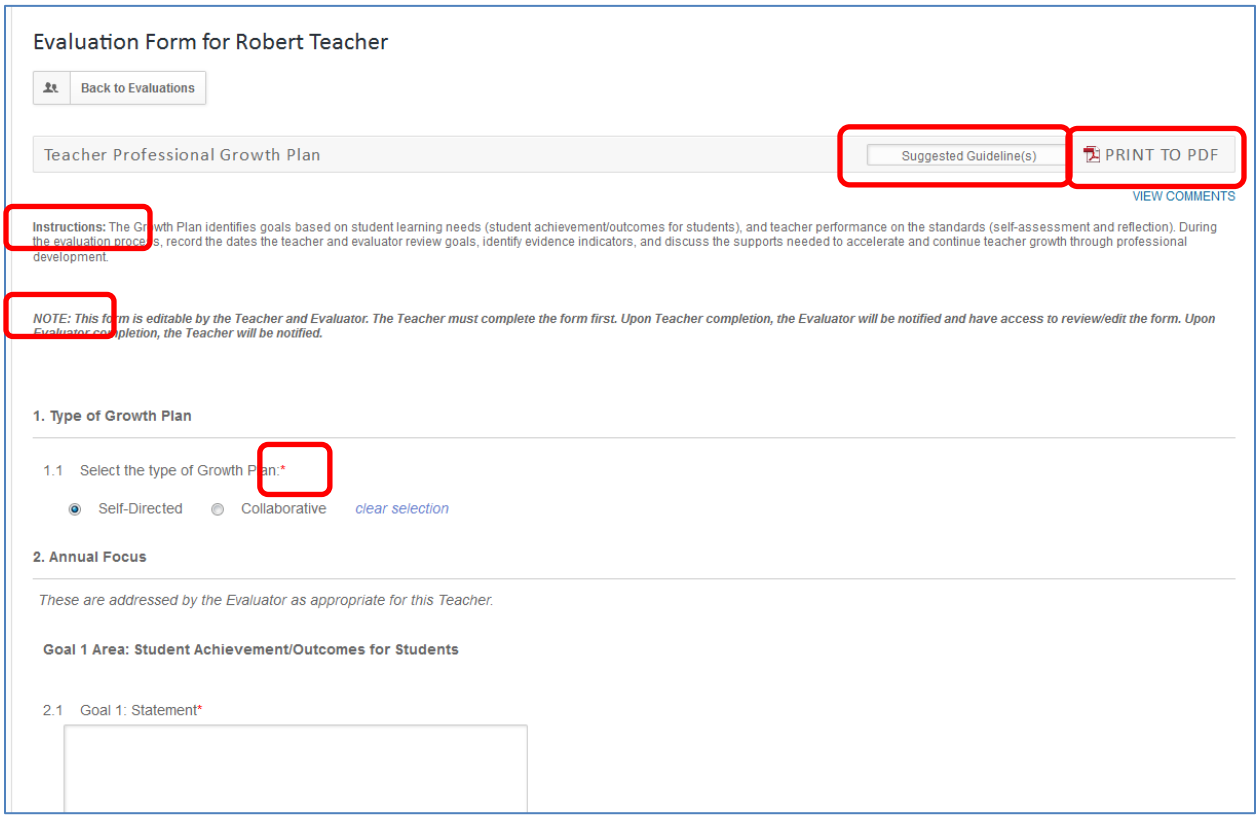
Accessing a Form

To go to a specific form, click on the button to the right of the form name.

A form may not be accessible until other events have occurred. In this case, review the Completion Process and Details/Status to find out why the form is not accessable.

General Form Information

This section will detail features of forms. All forms will contain the same features. The screen displayed below is the Teacher Professional Growth Plan.


Evaluation Form for Robert Teacher
Back to Evaluations
Teacher Professional Growth Plan
Suggested Guideline(s)
PRINT TO PDF
VIEW COMMENTS
Instructions: The Growth Plan identifies goals based on student learning needs (student achievement/outcomes for students), and teacher performance on the standards (self-assessment and reflection). During the evaluation process, record the dates the teacher and evaluator review goals, identify evidence indicators, and discuss the supports needed to accelerate and continue teacher growth through professional development.
NOTE: This form is editable by the Teacher and Evaluator. The Teacher must complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Teacher will be notified.
1. Type of Growth Plan
1.1 Select the type of Growth Plan:*
Self-Directed
Collaborative
clear selection
2. Annual Focus
These are addressed by the Evaluator as appropriate for this Teacher.
Goal 1 Area: Student Achievement/Outcomes for Students
2.1 Goal 1: Statement*

Each form will display the following:

Suggested Guidelines – click on this button to read the guidelines from the framework.

Instructions – this section will explain how to complete the form.

Notes – this section will explain the flow of the form, who has access and when.

These are important and should be read prior to completing the form.

Saving

When an answer is entered, whether by typing text or clicking on a button/box, the answer is automatically saved. You can leave the form at any time and when you return, your answers will still be present.

Required answers

A red asterisk after the question indicates that the answered is required prior to completion of the form.

Print to PDF

Each form can be printed by clicking on "Print to PDF ". This will bring up a new screen displaying the document in a PDF format.

Character limitation in text boxes

All text boxes have the capability of accepting an unlimited number of characters.

Comments

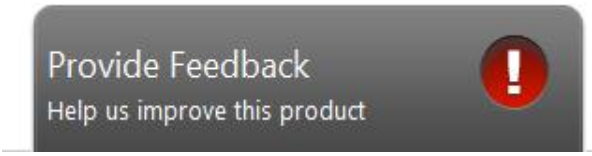
Forms that involve two parties include a Comment feature. Comments are responses that can be entered and sent back and forth between the two parties. All comments submitted are displayed at the bottom of the form and are specific to that form only.

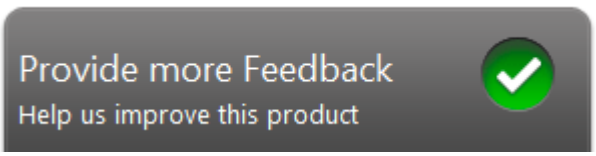
Feedback

IMPORTANT: This is your product, so please take time to give us your thoughts and opinions. Your feedback will help to improve future releases of the product.

There is a "Provide Feedback" button in the bottom right hand corner of each screen. Click on this button at any time to provide feedback on the current screen. All feedback entered will be sent to the Ohio Department of Education and RANDA in order to improve the product. Please note that this is not a method of obtaining support. Support questions entered in the feedback will not be responded to. If you need support, call the support phone number or email the support email address on the Help screen. An example of the "Provide Feedback" button is shown below on the left.

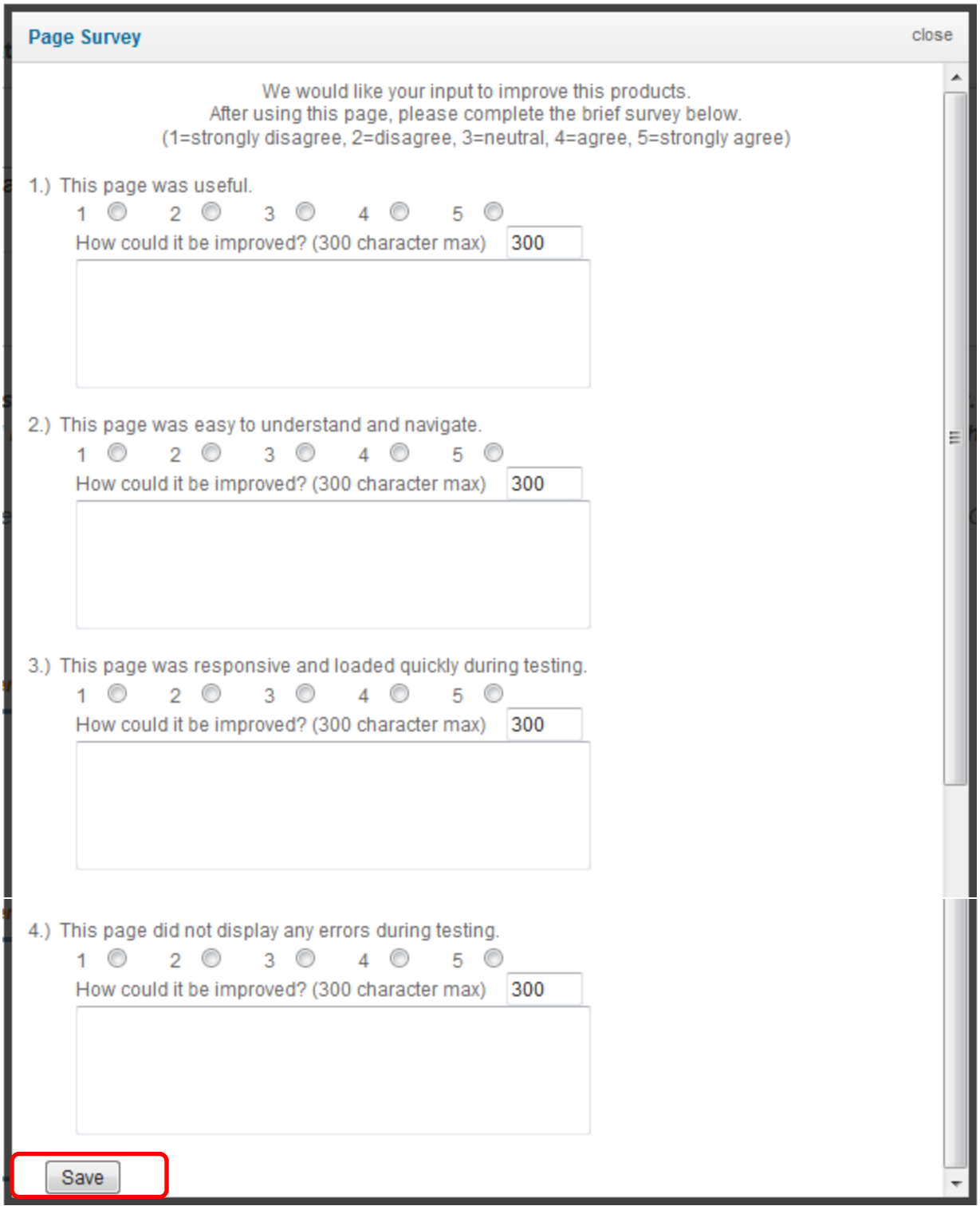
After you have entered feedback on a screen, the button will change (see below). You can click on the "Provide More Feedback" button multiple times to enter additional feedback for that specific screen. When you click on the "Provide More Feedback" button, you will be taken to a new screen – you will not see the previous information you entered. An example is shown below on the right.





Below is the Feedback screen. Click on the appropriate radio button and/or enter your comments. Click on the Save button at the bottom of the screen to save and submit your feedback.

Note: This is the only screen you will need to "Save".


Page Survey
close
We would like your input to improve this products.
After using this page, please complete the brief survey below.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)
1.) This page was useful.
1 2 3 4 5
How could it be improved? (300 character max) 300
2.) This page was easy to understand and navigate.
1 2 3 4 5
How could it be improved? (300 character max) 300
3.) This page was responsive and loaded quickly during testing.
1 2 3 4 5
How could it be improved? (300 character max) 300
4.) This page did not display any errors during testing.
1 2 3 4 5
How could it be improved? (300 character max) 300
Save

Completing Forms

When you have finished answering the questions on the form go to the bottom of the screen, enter your PIN and click on the "complete" button. (See instructions regarding how to view your PIN).

Notifications will be sent to both parties that the form has been completed and, if applicable, viewing or editing will be enabled for the other party. (See the notes on each specific form regarding who will be able to view/edit the form).

Collaborative Completion of Forms - Forms that require both Evaluator and Educator signatures support collaborative meetings. The Evaluator and Educator can both enter their PIN from the Evaluator's screen when conducting a collaborative meeting.

Reopening Forms

Forms can be reopened for additional editing. The forms can be reopened by the person who created the form. To reopen a form, go to the bottom of the form and click on the "Reopen for Editing" button. If you do not see this button, you do not have access to reopen the form.

STUDENT GROWTH MEASURES

Summary

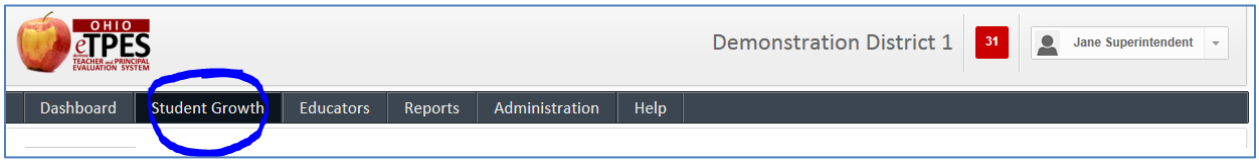
Below is a summary of the eTPES Student Growth Measure (SGM) functionality:

1. The superintendent or superintendent designee sets up the default percentages per teacher and principal category.
2. The teacher and building value-added data is loaded into eTPES. If value-added data is present for a teacher, they are assigned to category A; all others are assigned to category C.
3. The superintendent, superintendent designee or principal edits the categories and percentages per educator (if necessary) and adds scores for each educator.
4. The principal verifies teachers' data and final SGM rating. The superintendent or superintendent designee verifies the principal's data and final SGM rating. In addition, they verify and validate the data with their PIN. After this, the SGM rating and Performance Rating are combined to determine the Final Summative rating.

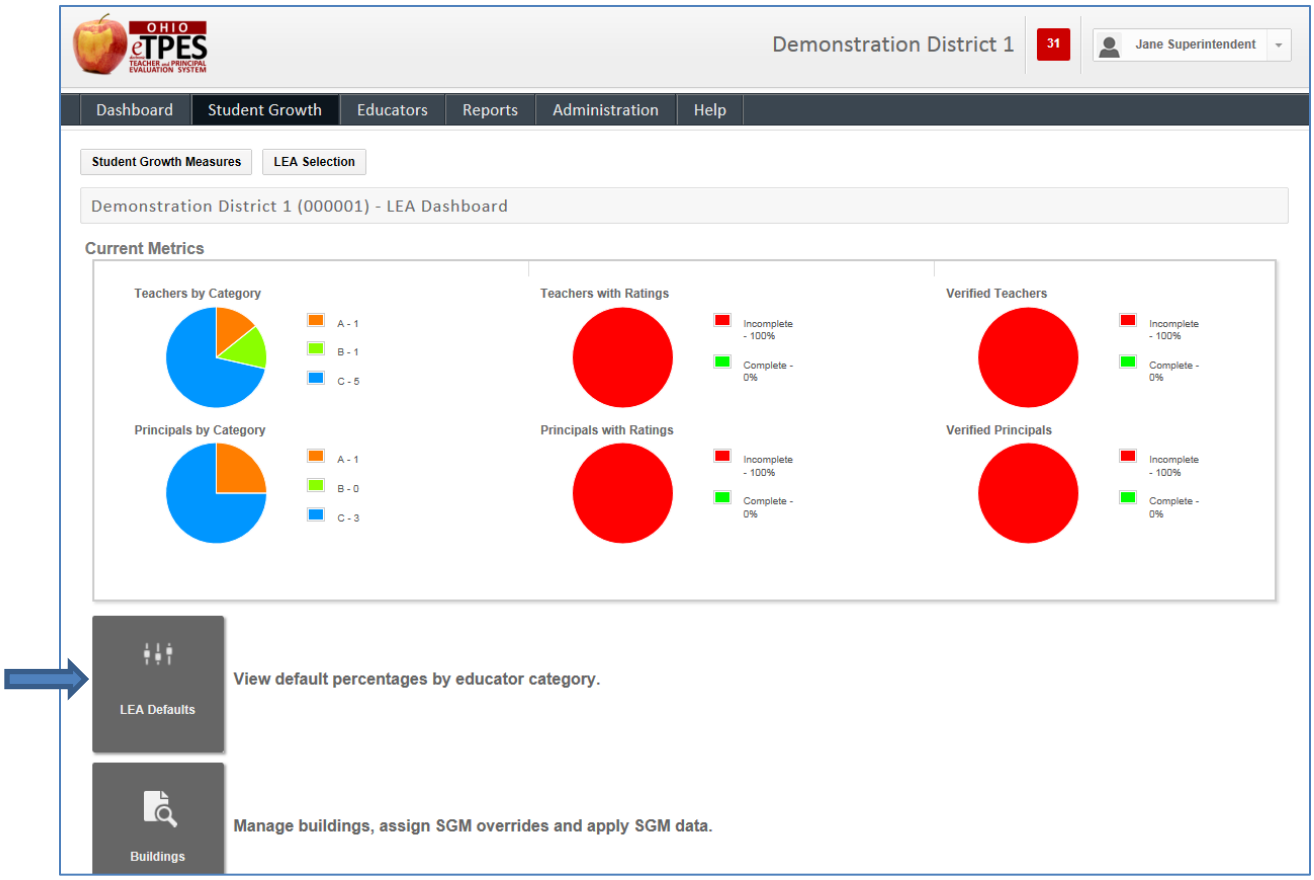
LEA Default SGM Percentages

The superintendent or superintendent designee must set up the default Student Growth Measure percentages for each teacher and principal category. Typically, this will be done at the beginning of the year during the setup process.

To access this screen, click on the Student Growth tab in the menu bar at the top of the screen.



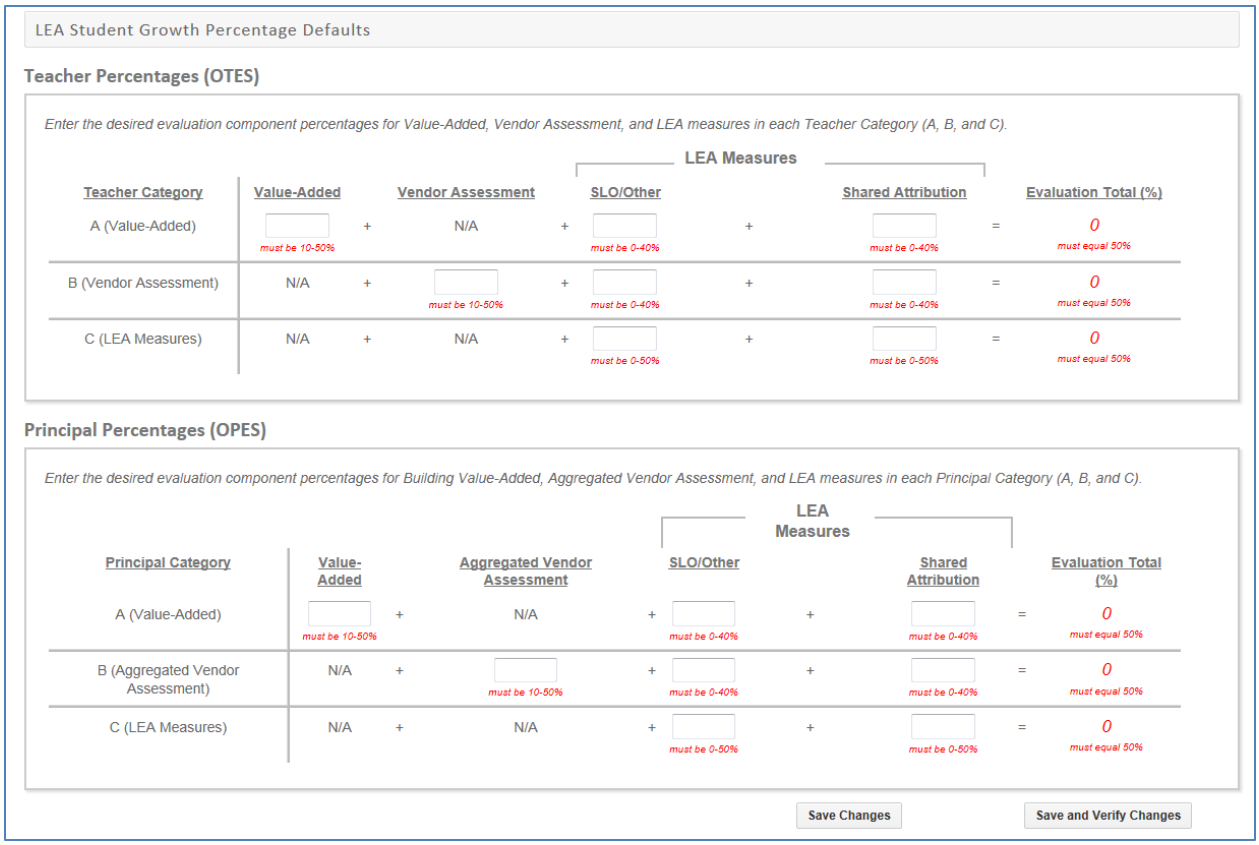
The following LEA Dashboard screen will appear:



A dashboard will display including current metrics at the top and selection buttons at the bottom.

Click on the LEA Defaults button to setup the defaults by educator category.

You will see the following screen.



Enter the default teacher percentages in the first section and the default principal percentages in the second section.

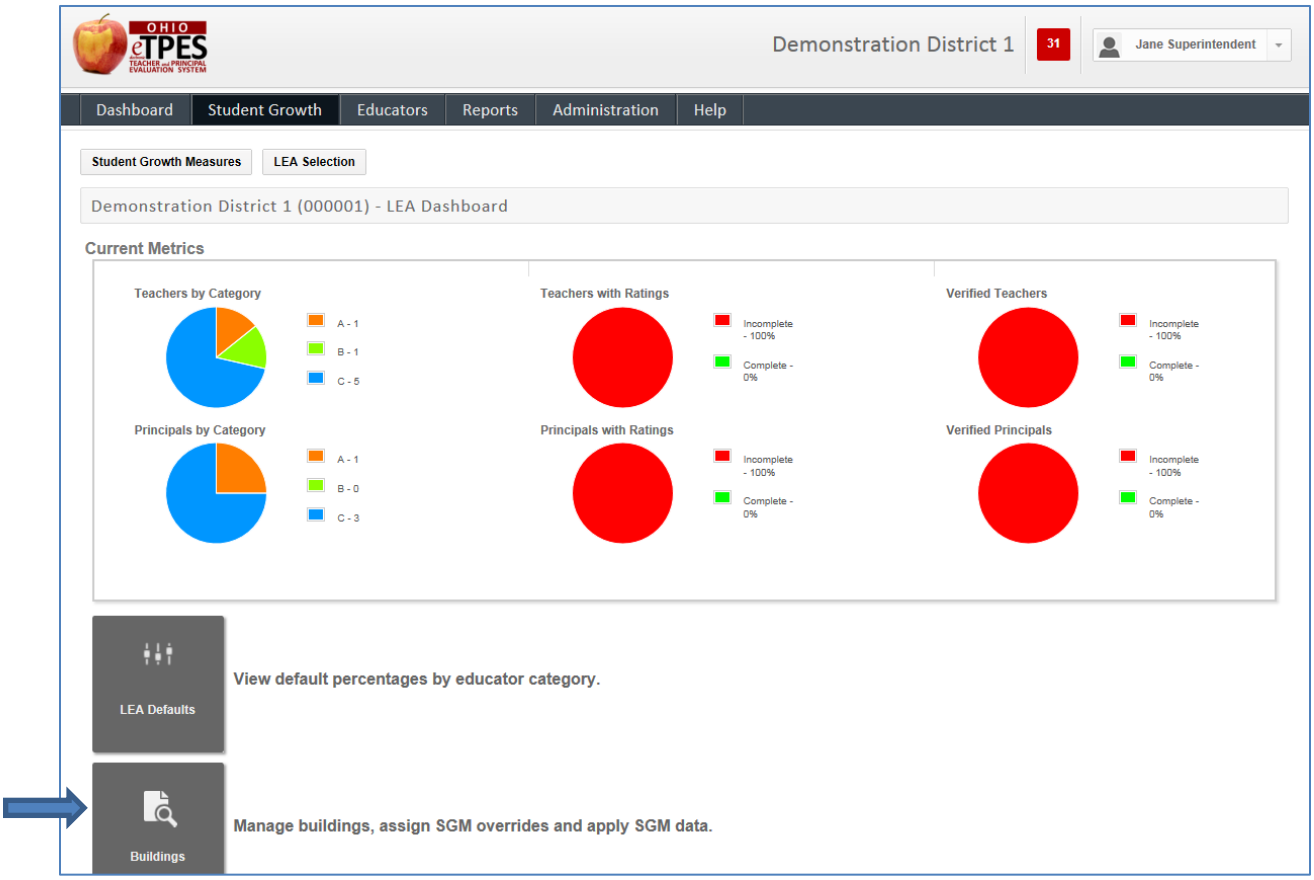
Each category requires a percentage range to be entered. The allowable percentage amounts are listed below the entry box in red text. Enter the desired amounts for each percentage. The amounts entered must add up to 50% which will be displayed at the right in green. If the amounts do not add up to 50%, the total will display in red and you will not be able to save the entry.

Once you have entered all the information and the totals equal 50%, the percentages can be saved (at the bottom of the screen) and edited later by clicking on the "Save Changes" button.

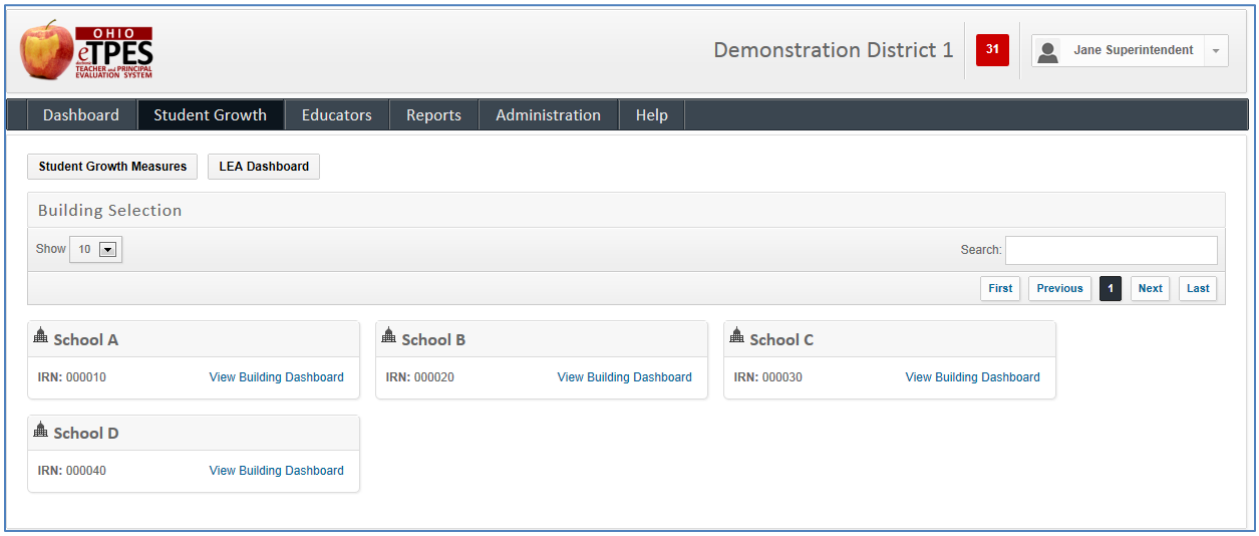
When you are **certain** the percentages are correct, click on the "Save and Verify Changes". At this point, the default percentages cannot be modified. After completion, you will be taken back to the LEA Dashboard.

Important Note: The LEA defaults must be saved and verified prior to any other SGM activities. No other steps, activities or functions will be able to be completed or viewed until this step has been completed.

Next, click on the Building button. See the screen below.

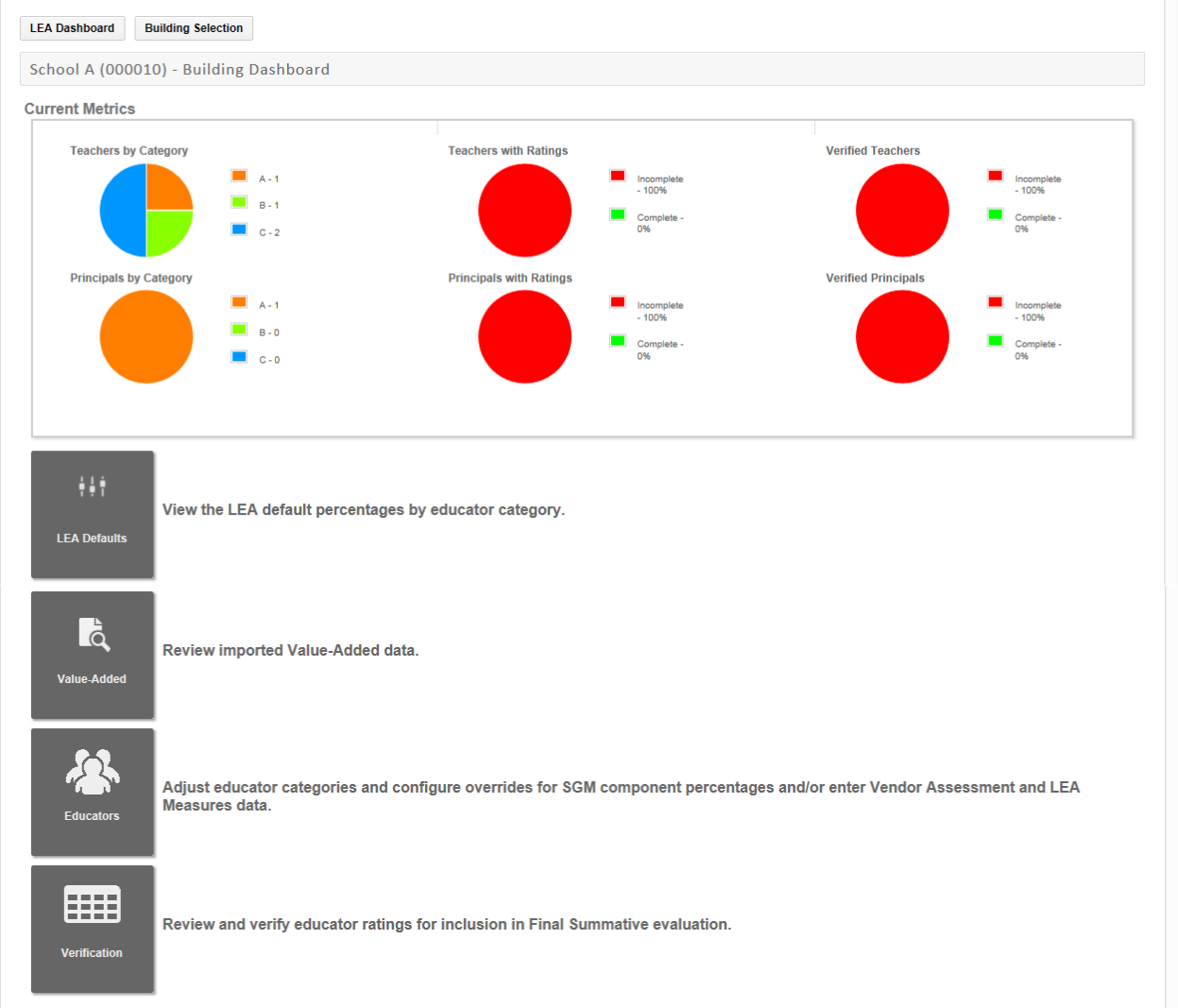


The Building Dashboard will display. See the screen below.



This screen displays a “card” for each Building in the LEA.

Click on a Building Card to go to the building dashboard. The example below is displaying the building dashboard for School A.

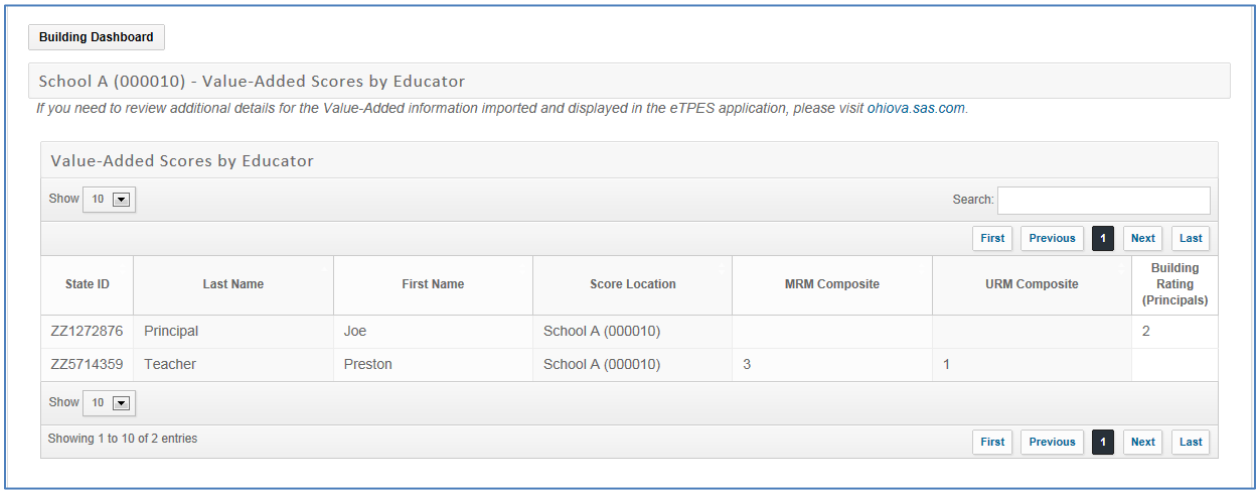


As on the LEA Dashboard, you will see metrics regarding the building you are viewing. You can also view the defaults set up by your LEA.

Value-Added Data

Value-Added data for each teacher and building is loaded into the eTPES system. Superintendents, Designees and Principals will be able to view the raw data by clicking on the Value-Added button on the Building Dashboard.

Click on the Value-Added button to review the data. See the screen below.


Building Dashboard
School A (000010) - Value-Added Scores by Educator
If you need to review additional details for the Value-Added information imported and displayed in the eTPES application, please visit ohiova.sas.com.
Value-Added Scores by Educator
Show 10
Search:
First Previous 1 Next Last
State ID | Last Name | First Name | Score Location | MRM Composite | URM Composite | Building Rating (Principals)
ZZ1272876 | Principal | Joe | School A (000010) | | | 2
ZZ5714359 | Teacher | Preston | School A (000010) | 3 | 1 |
Show 10
Showing 1 to 10 of 2 entries
First Previous 1 Next Last

Each principal and teacher on the roster will be listed with their imported Value-Added data. The current building value-added data will be listed for the principal (this can be modified at a later time if the principal was not at this school the previous year – see Building Value-Added Override for Principals).

Click on the Building Dashboard button at the top of the screen to return to the building dashboard.

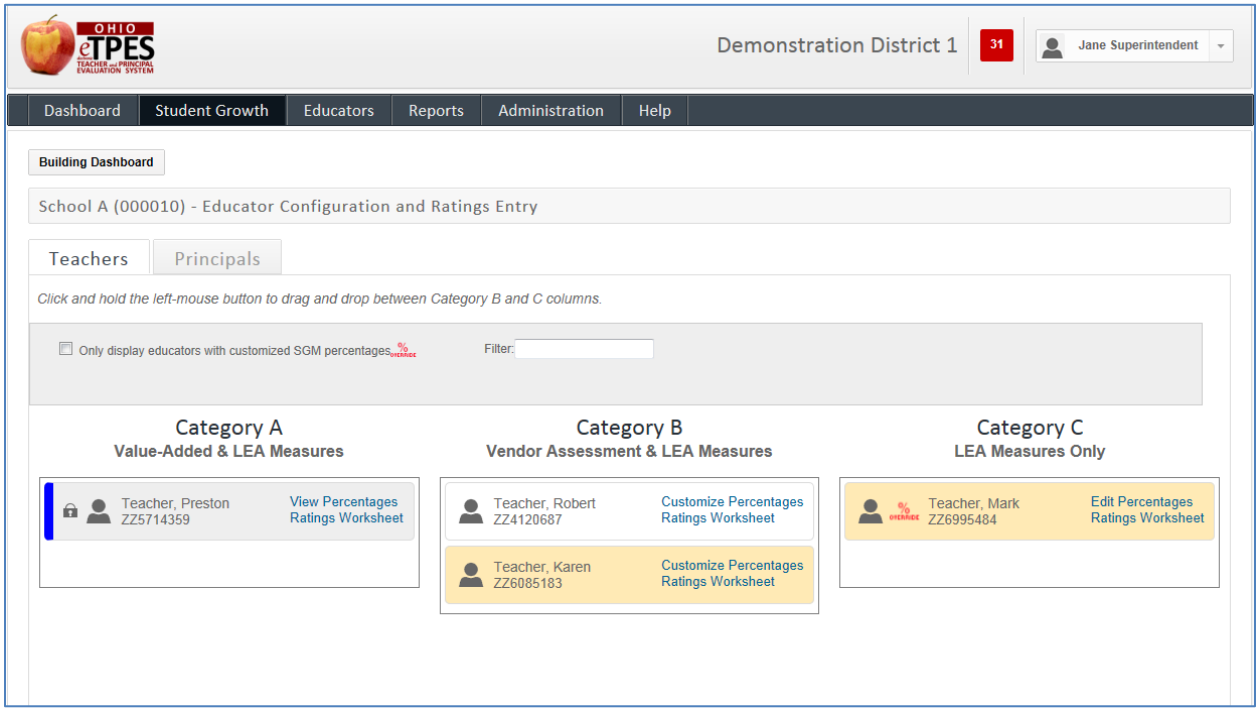
Modification/Entry of Categories, Percentages and Ratings

eTPES loads the Value-Added data and assigns teachers/principals to category A if they have value-added data; all others are assigned to category C.

The Superintendent, Superintendent Designee or Principals can edit the categories and percentages per teacher or principal. Then, they enter the SGM scores. This is done on the "Educators" Button.

Educators
Adjust educator categories and configure overrides for SGM component percentages and/or enter Vendor Assessment and LEA Measures data.

The following screen will appear.



There is a Teacher and Principal tab at the top of the screen. Click on the appropriate tab.

Educator Card

Each Educator is listed under their current Category. The Educator Card displays their name and state id #.

Modifying Categories

Click and hold the left mouse button to drag and drop educators between categories. After the educator has been moved to a new category, the educator card will be highlighted in orange.

Note: Teachers cannot be moved in or out of category A. This is indicated by the lock icon on the educator card.

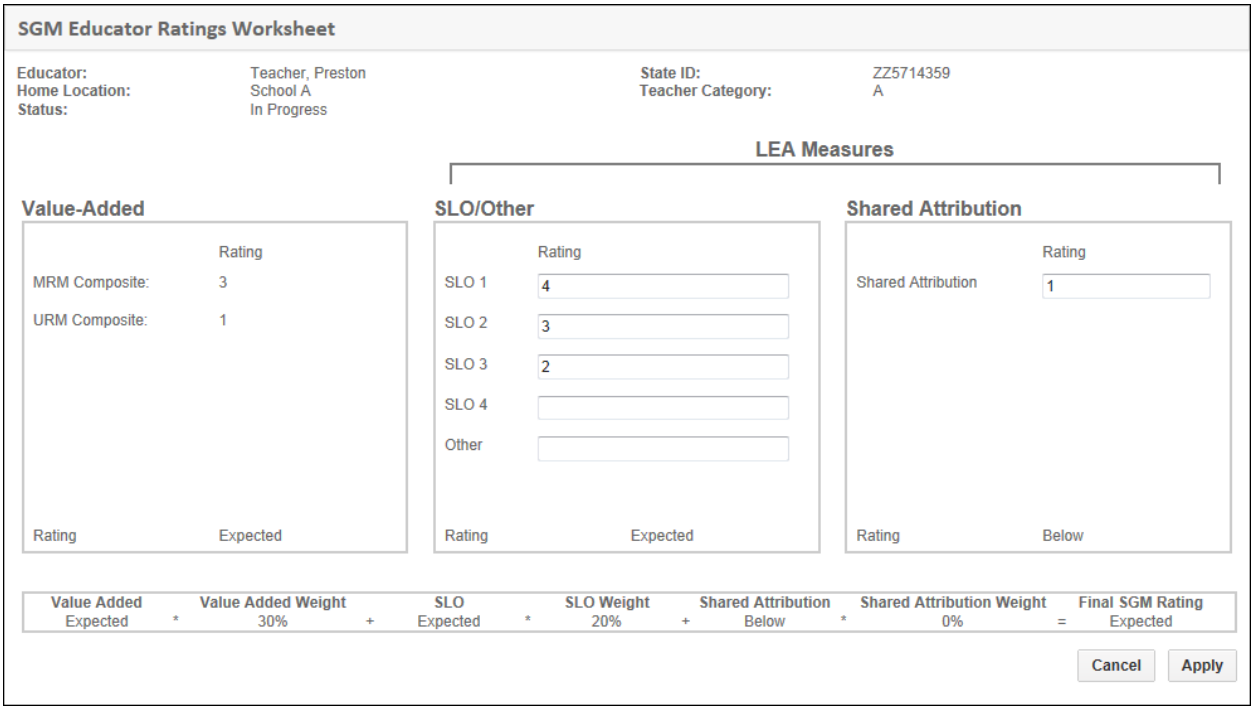
Customizing Percentages

Click on "Customize Percentages" on the educator card to modify the default percentages. If you modify the percentages from the default, the educator card will display the "% override" icon (in red). The view can be filtered by this indicator.

Entering/Modifying Ratings

Click on "Ratings Worksheet" on the educator card to modify/enter the educator's ratings.

See below to view a category A Teacher's ratings worksheet.



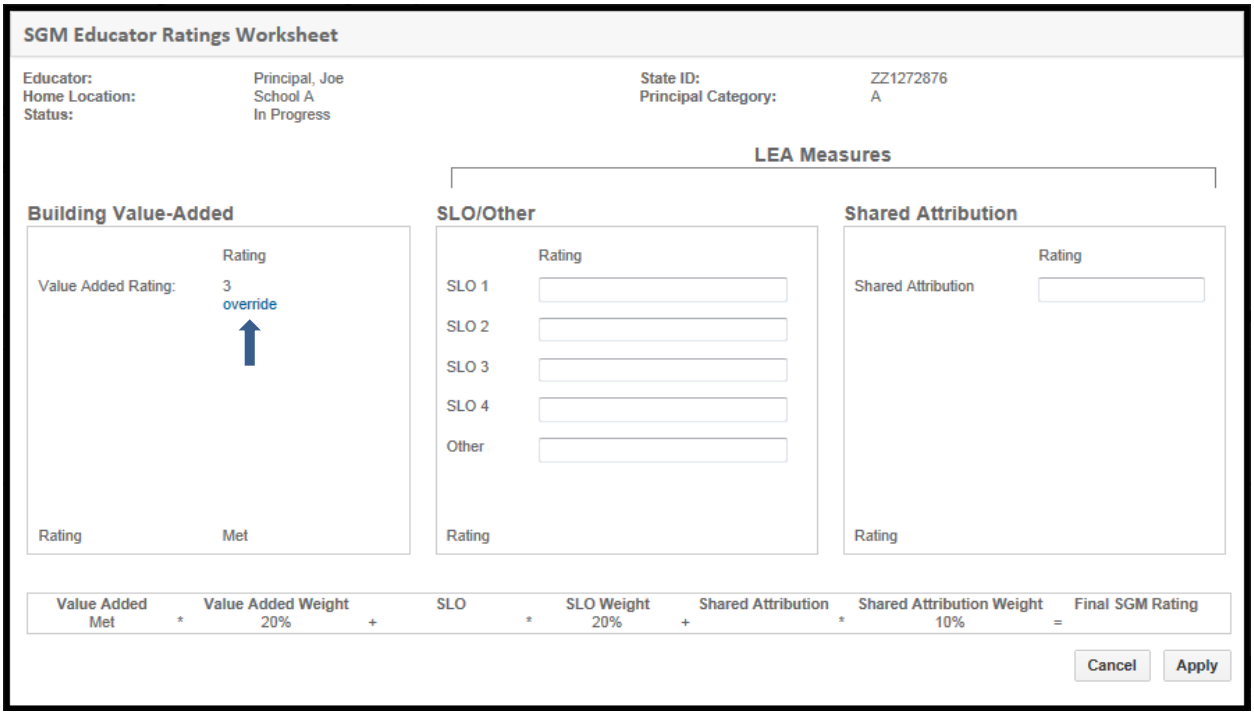
Note the teacher's value-added data cannot be modified.

The appropriate categories will be displayed for entry of the ratings. Enter the ratings and view the percentages and final SGM rating at the bottom of the screen. Click "CANCEL" to cancel the entries/modifications made or "APPLY" to save the entries/modifications. Educator Cards that have the ratings entered and saved with the "APPLY" button are indicated with a blue bar on the left of the educator card.

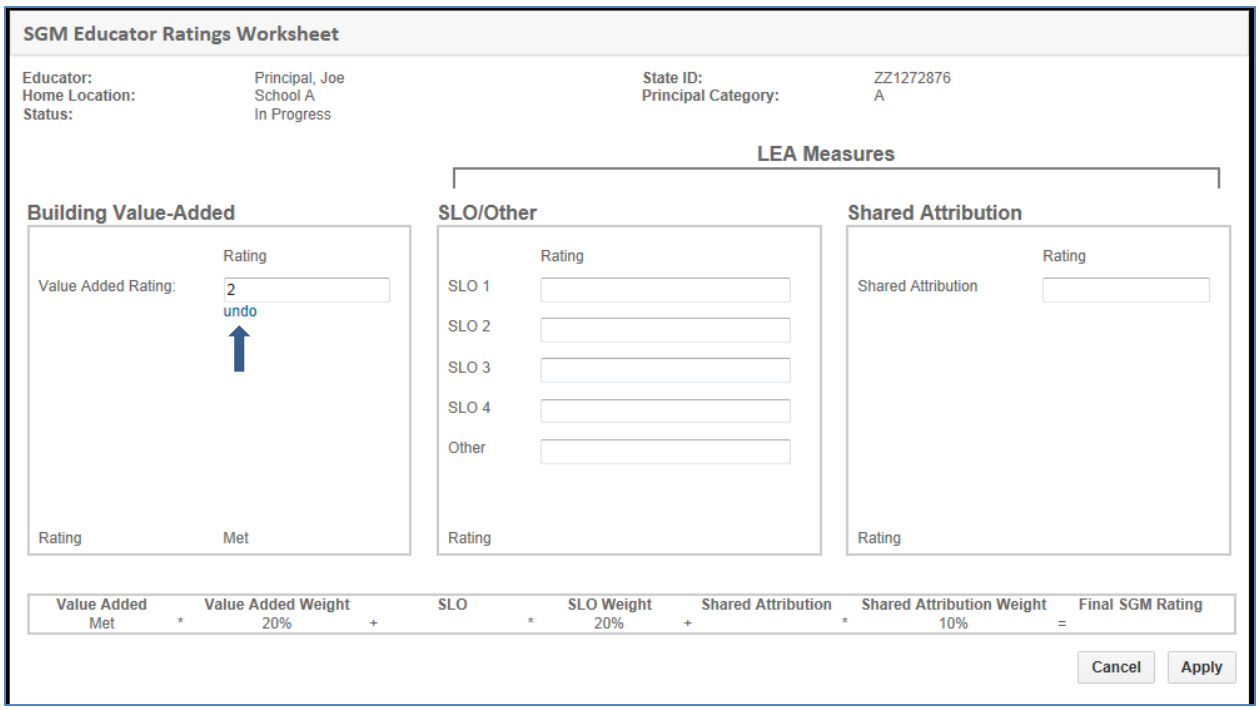
Building Value-Added Override for Principals

The superintendent or superintendent designee can override the Value-Added data rating and/or move the principal to another category. If the principal is moved to another category, they will be assigned the LEA default percentages.

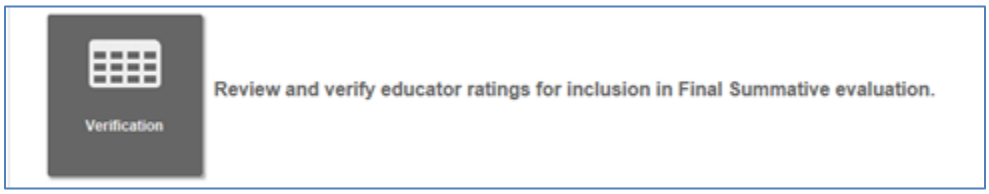
Click on "override" to modify the building value-added rating. See the screen below.



Click on “undo” to reverse the override. See the example below.



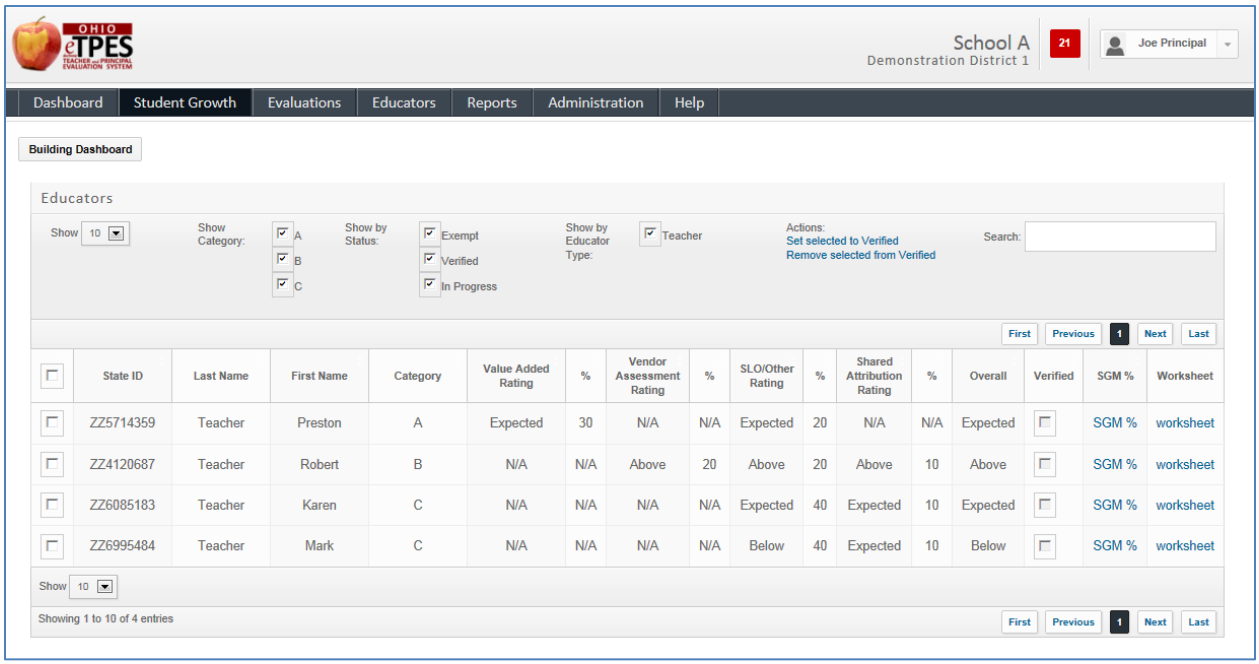
Verification of SGM Ratings



Click on the Verification button on the building dashboard to review and verify the educator ratings.

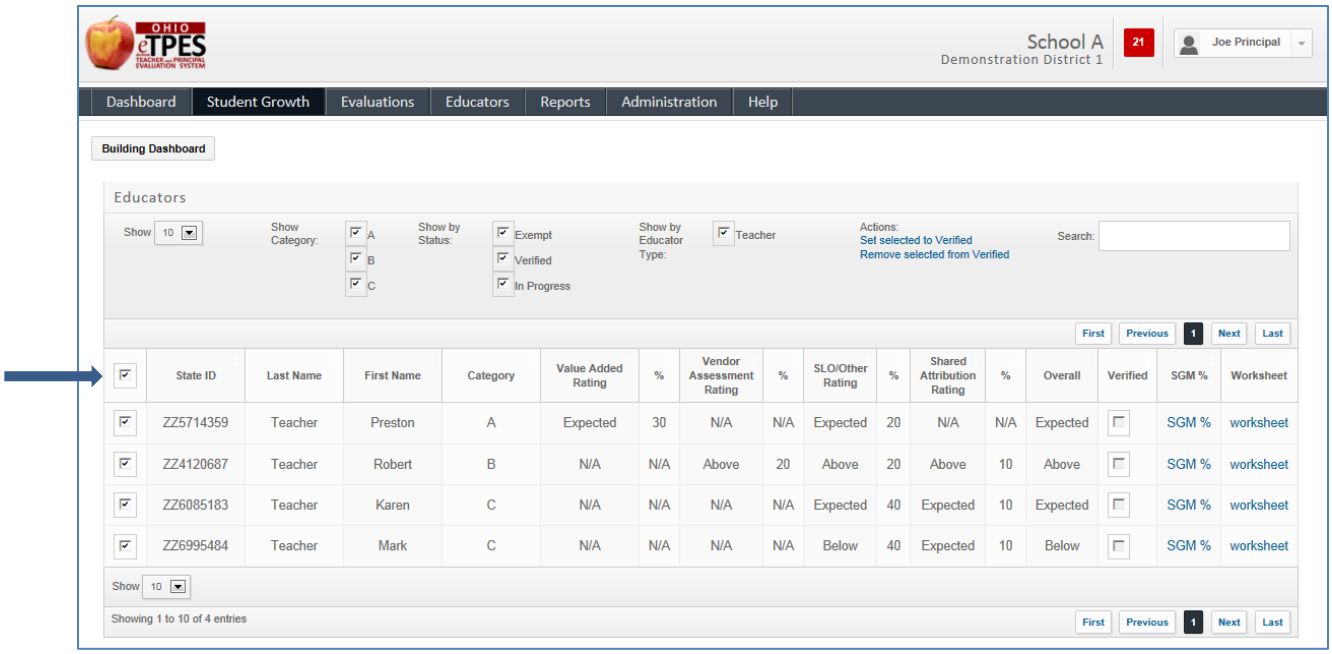
NOTE: The principal must verify the teachers' data and final SGM rating. The superintendent or superintendent designee must verify the principals' data and final SGM rating. The teachers'/principals' Final Summative rating will not be determined until the SGM data has been verified.

Below is the principal's Verification Screen for Building A.

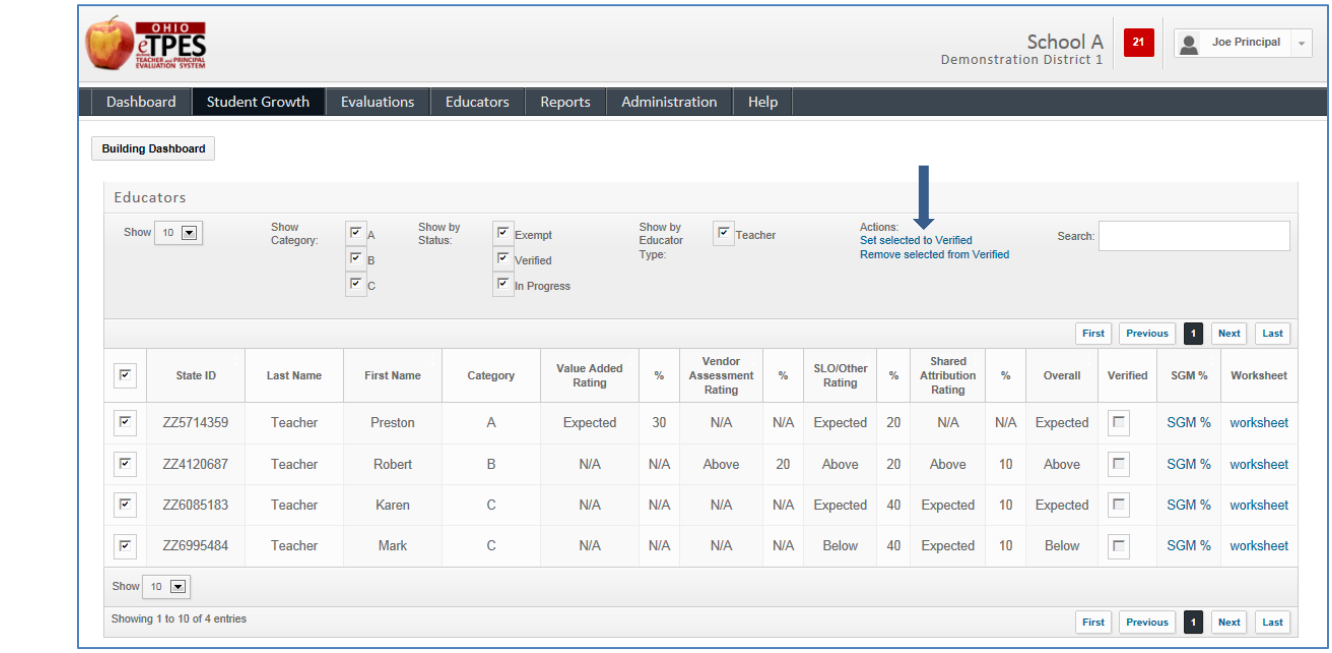

OHIO eTPES
School A
Demonstration District 1
Joe Principal
Dashboard
Student Growth
Evaluations
Educators
Reports
Administration
Help
Building Dashboard
Educators
Show 10
Show Category: A B C
Show by Status: Exempt Verified In Progress
Show by Educator Type: Teacher
Actions: Set selected to Verified Remove selected from Verified
Search:
First Previous 1 Next Last
State ID | Last Name | First Name | Category | Value Added Rating | % | Vendor Assessment Rating | % | SLO/Other Rating | % | Shared Attribution Rating | % | Overall | Verified | SGM % | Worksheet
ZZ5714359 | Teacher | Preston | A | Expected | 30 | N/A | N/A | Expected | 20 | N/A | N/A | Expected | SGM % | worksheet
ZZ4120687 | Teacher | Robert | B | N/A | N/A | Above | 20 | Above | 20 | Above | 10 | Above | SGM % | worksheet
ZZ6085183 | Teacher | Karen | C | N/A | N/A | N/A | N/A | Expected | 40 | Expected | 10 | Expected | SGM % | worksheet
ZZ6995484 | Teacher | Mark | C | N/A | N/A | N/A | N/A | Below | 40 | Expected | 10 | Below | SGM % | worksheet
Show 10
Showing 1 to 10 of 4 entries
First Previous 1 Next Last

Each educator can be verified individually or as a group. In both cases, the principal must enter their PIN to indicate validation.

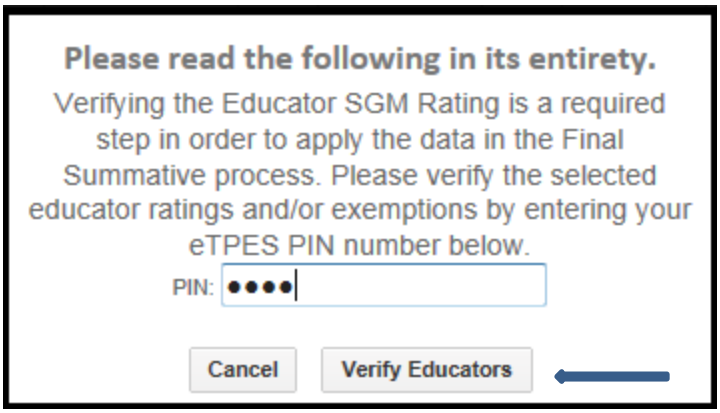
In order to verify all educators at one time, click in the checkbox at the top of the column to mark all items at one time. See screen below.


School A
Demonstration District 1
Joe Principal
Dashboard
Student Growth
Evaluations
Educators
Reports
Administration
Help
Building Dashboard
Educators
Show 10
Show Category: A B C
Show by Status: Exempt Verified In Progress
Show by Educator Type: Teacher
Actions: Set selected to Verified Remove selected from Verified
Search:
First Previous 1 Next Last
State ID | Last Name | First Name | Category | Value Added Rating | % | Vendor Assessment Rating | % | SLO/Other Rating | % | Shared Attribution Rating | % | Overall | Verified | SGM % | Worksheet
ZZ5714359 Teacher Preston A Expected 30 N/A N/A Expected 20 N/A N/A Expected SGM % worksheet
ZZ4120687 Teacher Robert B N/A N/A Above 20 Above 20 Above 10 Above SGM % worksheet
ZZ6085183 Teacher Karen C N/A N/A N/A N/A Expected 40 Expected 10 Expected SGM % worksheet
ZZ6995484 Teacher Mark C N/A N/A N/A N/A Below 40 Expected 10 Below SGM % worksheet
Show 10
Showing 1 to 10 of 4 entries
First Previous 1 Next Last

Click “Set selected to Verified” under Actions. See screen below.

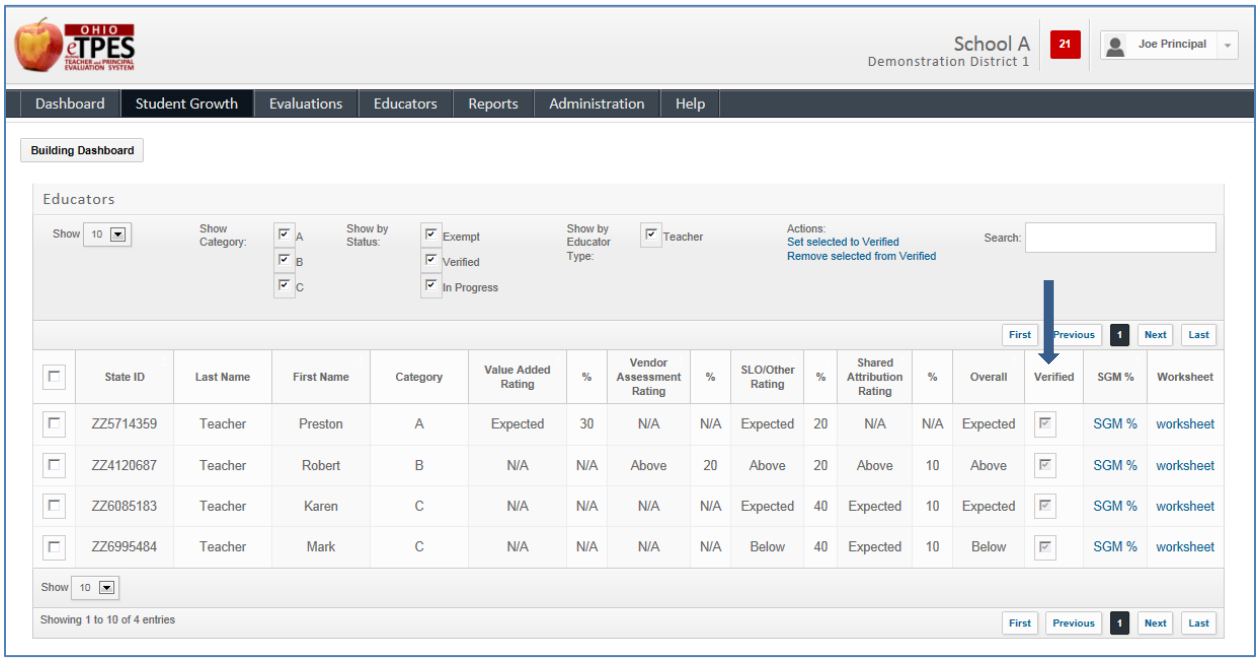

School A
Demonstration District 1
Joe Principal
Dashboard
Student Growth
Evaluations
Educators
Reports
Administration
Help
Building Dashboard
Educators
Show 10
Show Category: A B C
Show by Status: Exempt Verified In Progress
Show by Educator Type: Teacher
Actions: Set selected to Verified Remove selected from Verified
Search:
First Previous 1 Next Last
State ID | Last Name | First Name | Category | Value Added Rating | % | Vendor Assessment Rating | % | SLO/Other Rating | % | Shared Attribution Rating | % | Overall | Verified | SGM % | Worksheet
ZZ5714359 Teacher Preston A Expected 30 N/A N/A Expected 20 N/A N/A Expected SGM % worksheet
ZZ4120687 Teacher Robert B N/A N/A Above 20 Above 20 Above 10 Above SGM % worksheet
ZZ6085183 Teacher Karen C N/A N/A N/A N/A Expected 40 Expected 10 Expected SGM % worksheet
ZZ6995484 Teacher Mark C N/A N/A N/A N/A Below 40 Expected 10 Below SGM % worksheet
Show 10
Showing 1 to 10 of 4 entries
First Previous 1 Next Last

You will then receive a popup requesting your PIN. See screen below.


Please read the following in its entirety.
Verifying the Educator SGM Rating is a required step in order to apply the data in the Final Summative process. Please verify the selected educator ratings and/or exemptions by entering your eTPES PIN number below.
PIN:
Cancel
Verify Educators

Enter your PIN and click on the "Verify Educators" button.

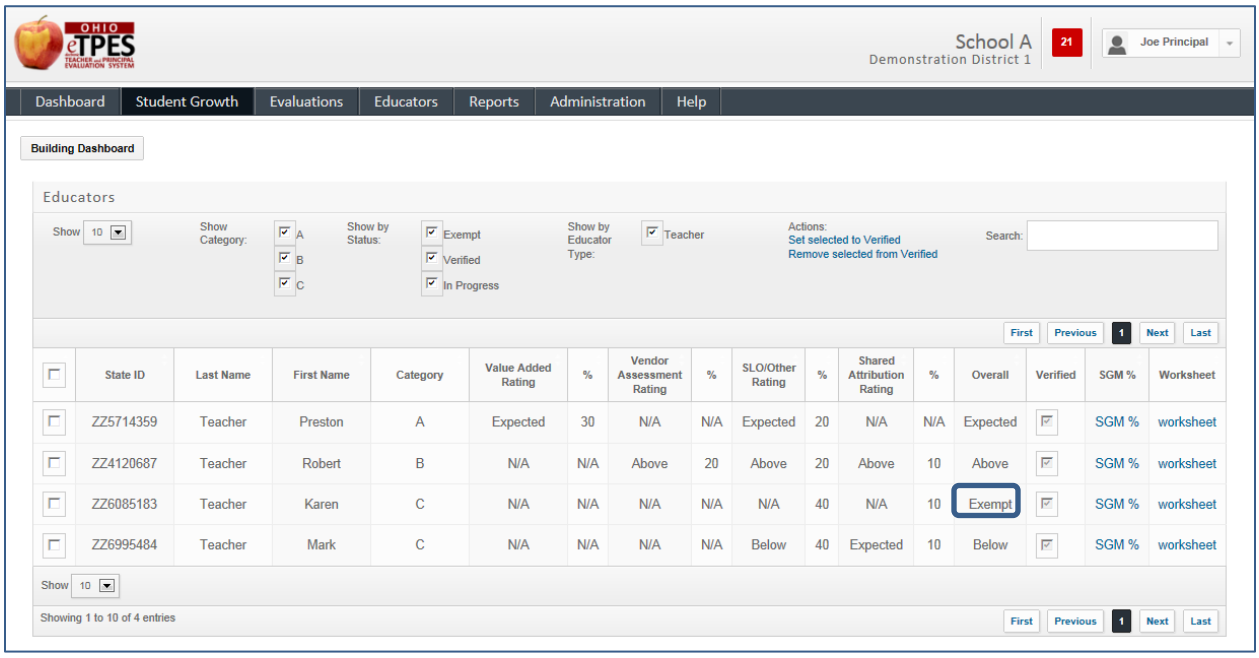
You will now see a check mark in the Verified column. See screen below.


OHIO eTPES
School A
Demonstration District 1
Joe Principal
Dashboard
Student Growth
Evaluations
Educators
Reports
Administration
Help
Building Dashboard
Educators
Show 10
Show Category: A B C
Show by Status: Exempt Verified In Progress
Show by Educator Type: Teacher
Actions: Set selected to Verified Remove selected from Verified
Search:
First Previous 1 Next Last
State ID | Last Name | First Name | Category | Value Added Rating | % | Vendor Assessment Rating | % | SLO/Other Rating | % | Shared Attribution Rating | % | Overall | Verified | SGM % | Worksheet
ZZ5714359 Teacher Preston A Expected 30 N/A N/A Expected 20 N/A N/A Expected SGM % worksheet
ZZ4120687 Teacher Robert B N/A N/A Above 20 Above 20 Above 10 Above SGM % worksheet
ZZ6085183 Teacher Karen C N/A N/A N/A N/A Expected 40 Expected 10 Expected SGM % worksheet
ZZ6995484 Teacher Mark C N/A N/A N/A N/A Below 40 Expected 10 Below SGM % worksheet
Show 10
Showing 1 to 10 of 4 entries
First Previous 1 Next Last

Teacher SGM Exception

The superintendent, superintendent designee or principal may indicate a teacher will not have SGM (SGM Exception). In this case, the Final Summative will be 100% from the Performance side.

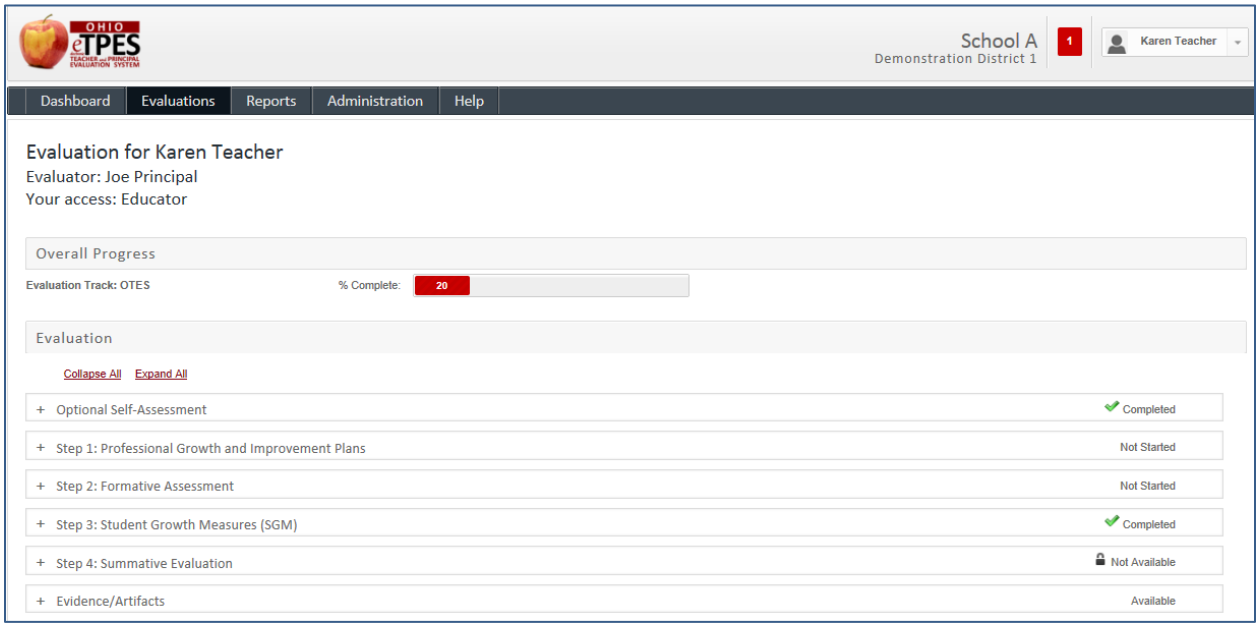
See screen below.


OHIO eTPES
School A
Demonstration District 1
21
Joe Principal
Dashboard
Student Growth
Evaluations
Educators
Reports
Administration
Help
Building Dashboard
Educators
Show 10
Show Category: A B C
Show by Status: Exempt Verified In Progress
Show by Educator Type: Teacher
Actions: Set selected to Verified Remove selected from Verified
Search:
First Previous 1 Next Last
State ID | Last Name | First Name | Category | Value Added Rating | % | Vendor Assessment Rating | % | SLO/Other Rating | % | Shared Attribution Rating | % | Overall | Verified | SGM % | Worksheet
ZZ5714359 | Teacher | Preston | A | Expected | 30 | N/A | N/A | Expected | 20 | N/A | N/A | Expected | SGM % | worksheet
ZZ4120687 | Teacher | Robert | B | N/A | N/A | Above | 20 | Above | 20 | Above | 10 | Above | SGM % | worksheet
ZZ6085183 | Teacher | Karen | C | N/A | N/A | N/A | N/A | N/A | 40 | N/A | 10 | Exempt | SGM % | worksheet
ZZ6995484 | Teacher | Mark | C | N/A | N/A | N/A | N/A | Below | 40 | Expected | 10 | Below | SGM % | worksheet
Show 10
Showing 1 to 10 of 4 entries
First Previous 1 Next Last

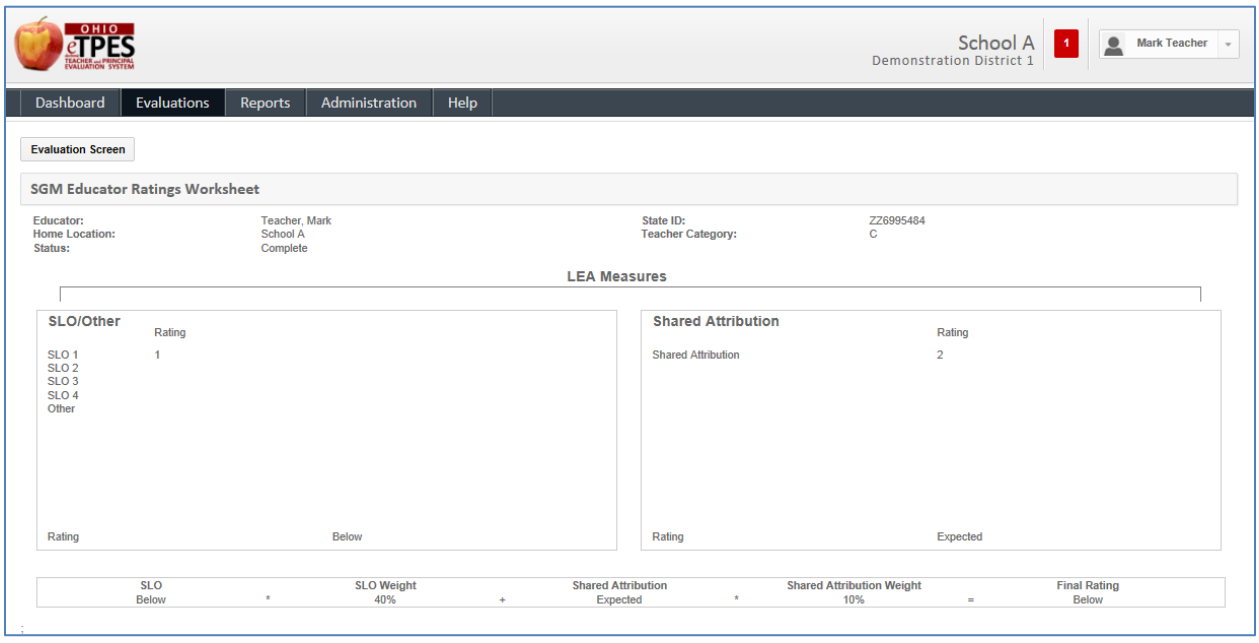
Educator view of SGM data

The educator can view their SGM ratings at all times – even if not final/verified, etc.

The SGM can be viewed under the educator's Evaluation tab. See screen below.



Expand Step 3 by clicking on the plus sign, then click on the "View" button on the right. See screen below.



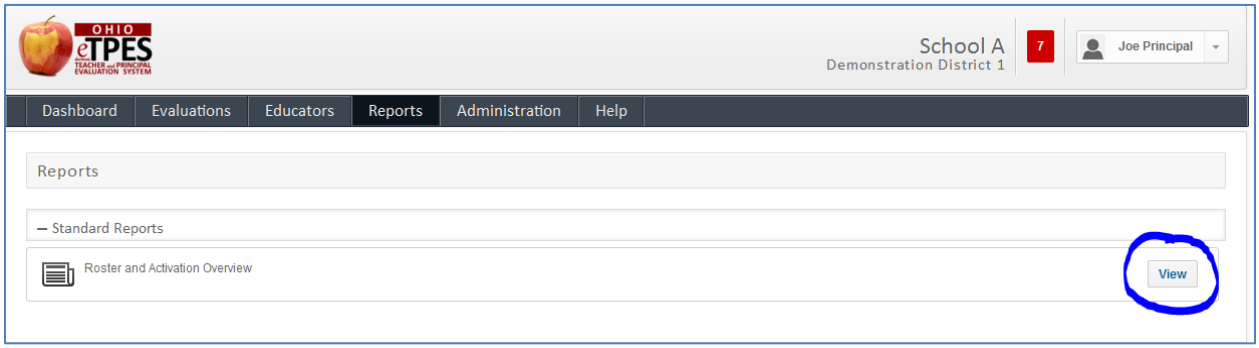
Click on the "Evaluation Screen" button at the top of the screen to go back to the Evaluation Screen.

REPORTING

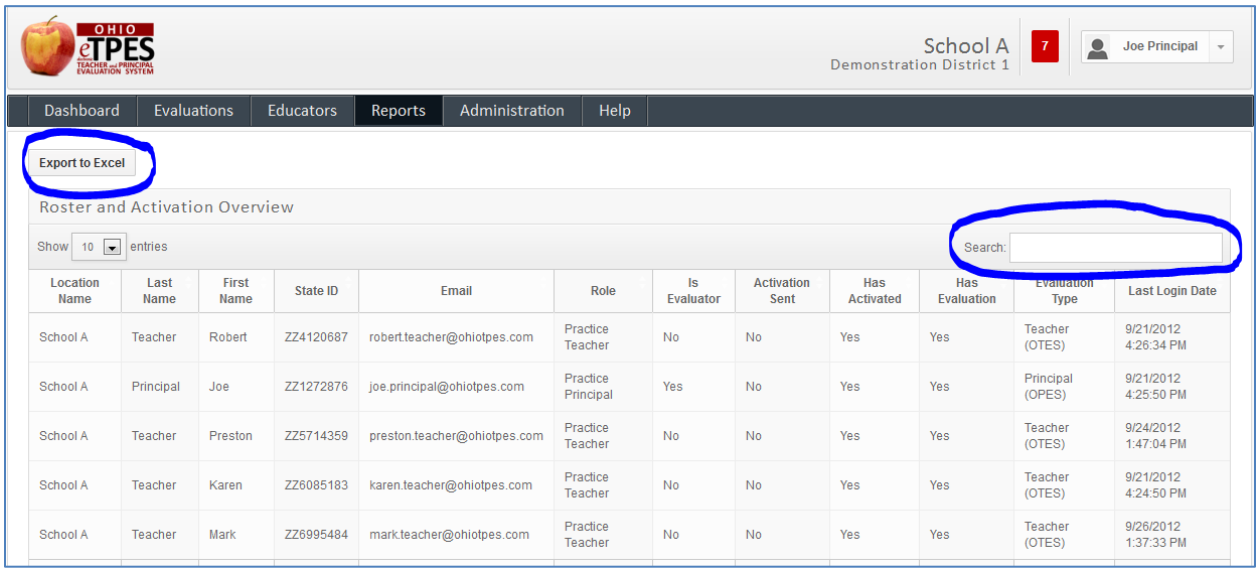
Roster and Activation Overview Report

This report is accessible by Superintendents and Principals.

To run the report, click on the "View" button at the right of the Report Title.



The report will run and display on the screen. If you would like to view the report in Excel, click on "Export to Excel". See example below.



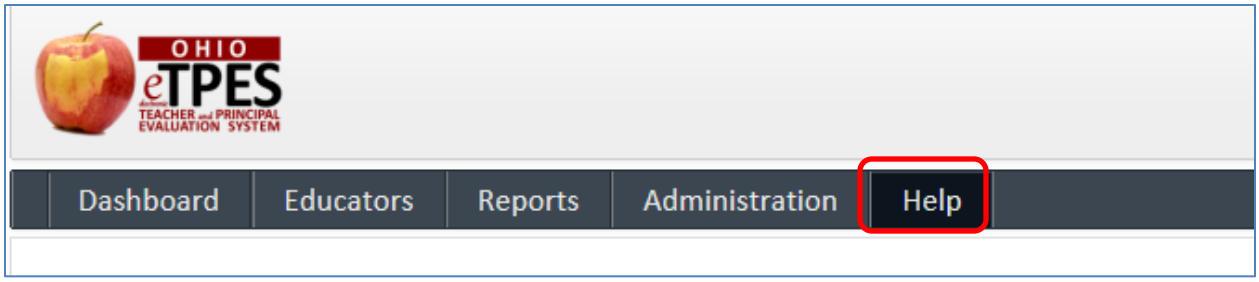
Location Name	Last Name	First Name	State ID	Email	Role	Is Evaluator	Activation Sent	Has Activated	Has Evaluation	Evaluation Type	Last Login Date
School A	Teacher	Robert	ZZ4120687	robert.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	9/21/2012 4:26:34 PM
School A	Principal	Joe	ZZ1272876	joe.principal@ohiotpes.com	Practice Principal	Yes	No	Yes	Yes	Principal (OPES)	9/21/2012 4:25:50 PM
School A	Teacher	Preston	ZZ5714359	preston.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	9/24/2012 1:47:04 PM
School A	Teacher	Karen	ZZ6085183	karen.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	9/21/2012 4:24:50 PM
School A	Teacher	Mark	ZZ6995484	mark.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	9/26/2012 1:37:33 PM

This report will list the users on your roster, information about the user and information regarding their activation (has the activation email been sent, has the user activated their login, has the user logged in, etc.).

Additional reports are currently being developed and will be available in future releases.

HELP

To access the Help screen, click on the Help button at the top of the screen.



The Help screen, displayed below, includes how to get support, various documents regarding the OPES/OTES framework and the electronic system and a link to the Ohio Department of Education eTPES web page. Also included are the Training Videos and this User Manual.